

STATUTE II: THE FINANCE CODE

Florida Gulf Coast University Student Government

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200 Chapter 200: Purpose

- 200.1 The Finance Code defines the financial policies established by the Student Government to outline the responsibilities, provisions, and penalties related to the use of Activity and Service Fees at Florida Gulf Coast University.
- 200.2 The Finance Code is applicable to the Student Government and to all Registered Student Organizations. The Finance Code shall apply to University Departments, and other entities that are funded by A&S Fees only when a University Department or other entity is expending A&S Fees.

Chapter 201: Authority

- 201.1 The allocation and expenditure of A&S fees by Student Government is authorized by Section 1009.24(10)(b), Florida Statutes.
- 201.2 The responsibility to allocate A&S funds is vested in the Senate by Article II(6)(g), The Constitution of the Student Body, adopted by the Florida Gulf Coast University Board of Trustees as Florida Gulf Coast University Policy 4.001.
- 201.3 The Senate Appropriations Committee is responsible for conducting the Annual Budget Process, as well as reviewing the Finance Code and any other A&S funded resolution currently in place or expiring. The Appropriations Committee is also responsible for making proper amendments if necessary to the Finance Code or A&S funded resolutions by a simple majority vote by the committee, followed by a simple majority vote by the Student Government Senate, and a signature from the Student Body President. If the Student Body President vetoes such resolution or Finance Code, the Student Government Senate may vote to override the veto by a two-thirds (2/3) vote.
- 201.4 The Constitution of the Student Body Article III, Section VII authorizes the Student Body Treasurer to monitor the A&S accounts to determine and enforce compliance with the Finance Code.
- 201.5 Section 1009.24(a)(b) Florida statutes, authorizes the President of the University to exercise veto authority over all Activity and Service fees. The President may veto any line item or portion thereof within the budget. All unexpended A&S funds are subject to similar, final University presidential authority.
- 201.6 The Finance Code and all funded entities shall comply with applicable Federal, State and Local laws, as well as Florida Gulf Coast University Regulations and Policies and the Constitution of the Student Body.

Chapter 202: Definitions

- 202.1 *Activity and Service Fee or A&S Fee*: the fee collected as a component of tuition which is to be expended to benefit the student body.
- 202.2 *Allocation Request*: funds requested throughout the fiscal year for expenses not previously budgeted. The funding source for allocation requests is the A&S Unallocated Account or Reserve Account.
- 202.3 *Annual Budget*: the approved appropriation of A&S funds for a Fiscal Year.
- 202.4 *Annual Budget Application (ABA)*: a document itemizing future expenses for the subsequent Fiscal Year.
- 202.5 *Annual Budget Process*: the method through which budgets are allocated to funded entities for the upcoming fiscal year.
- 202.6 *A&S Unallocated Account*: all unappropriated A&S funds.
- 202.7 *Budget Allocation Request*: funds requested through the Annual Budget Process.
- 202.8 *Budget Transfer*: a transfer of funds between pools within the same A&S account.
- 202.9 *Capital Expenditure*: any property, equipment, fixtures or other tangible personal property, equal to or exceeding a cost of \$5,000 and that is required to be tagged as inventory, pursuant to Florida Gulf Coast University Regulations.
- 202.10 *Contract*: a mutual understanding between two or more parties regarding their relative rights and duties to past or future performances which include but are not limited to agreements, letters of intent, memoranda of understanding, purchase orders, leases, and license agreements.
- 202.11 *Emergency*: a situation that may cause damage to the property, and/or interference with the normal activities of a University entity and which; therefore, requires immediate attention and remedial action.
- 202.12 *Fiscal Year*: the financial period for Florida Gulf Coast University from July 1 to June 30.
- 202.13 *Funded Entity*: any Registered Student Organization, University Department, or other unit that receives A&S funds.
- 202.14 *Pool Accounts*: sub-group of related accounts aggregated at a higher level used to facilitate reporting and tracking of budget and expenditure transactions. Below is a description of the current sub-groups of related accounts:
- a. 6100-Salaries and Benefits
 - b. 6200-Temporary Employment
 - c. 7300-Other Operating Expenses
 - d. 7300C-Charge Backs

- e. 7300T-Travel
 - f. 7500 -Capital Expenditures
 - g. 7600 -Fixed Capital Outlay
- 202.15 *Purchase Order*: a Procurement Services generated document that authorizes a purchase transaction. It sets forth the descriptions, quantities, prices, discounts, payment terms, funding source, date of performance or shipment, other associated terms and conditions, and identifies a specific vendor. When accepted by the vendor, it becomes a contract binding on both parties.
- 202.16 *Purchase Order Request Form*: a detailed expenditure request to utilize previously allocated funds prepared on a form provided by the Division of Student Affairs.
- 202.17 *Registered Sport Club*: A student organization that meets the Department of Campus Recreation's qualification to be recognized as a Registered Sport Club.
- 202.18 *Registered Student Organization*: A student organization that meets the Office of Student Involvement's qualifications to be recognized as a Registered Student Organization.
- 202.19 *Requisition*: A document generated by a department that requests the purchase of goods or services. It sets forth the descriptions, quantities, prices, date of performance or shipment, funding source, other pertinent information and identifies a preferable vendor.
- 202.20 *Reserve Account*: a percentage of the unused and unencumbered funds from every A&S account remaining at the end of each fiscal year shall be set aside to be used for Emergencies only.
- 202.21 *Sport Clubs Council*: The official representative and governing organization of all Registered Sport Clubs.
- 202.22 *University-Sponsored Organization (USO)*: A student-run organization that is overseen by a university department and approved by the Vice President for Student Affairs. For the purpose of the Finance Code, a USO will be treated as a University Department. These organizations currently consist of the FGCU Programming Board, Sport Clubs Council, Student Government, and Student Organization Council.

Chapter 203: Funding Eligibility

- 203.1 Funded Entities must be affiliated, recognized, or registered with Florida Gulf Coast University.
- 203.2 Registered Student Organizations seeking funding must be registered and in good standing as determined by the Division of Student Affairs.
- 203.3 Funded entities may not charge individual membership fees or dues. National and/or State affiliation memberships, if applicable, must be voluntary, and should not be required in order to participate in any of the entity's regular meetings, activities, or events.
- 203.4 Except when otherwise provided by law, funded entities must have their membership open to all students at the university without regard to race, sex, religion, color, age, disability, national origin, marital status, sexual orientation, and veteran status.

Chapter 204: Responsibilities of All Funded Entities

- 204.1 Each entity funded by A&S fees is responsible for:
- (1) Obtain a copy of the Finance Code
 - (2) Signing and submitting a Statement of Understanding to the Student Body Treasurer during the Annual Budget Process;

Acting in compliance with the policies outlined in the Finance Code. (4)
Registered Student Organizations must send a minimum of two (2) representatives from the organization to an annual treasurer training.

Chapter 205: A&S Unallocated Account

- 205.1 All funds not allocated in the Annual Budget approved by the Student Government Senate shall be placed in the A&S Unallocated Account.
- 205.2 All funds carried forward from the previous fiscal year, with the exception of the amount allocated to the Reserve Account, shall be placed in the A&S Unallocated Account.
- 205.3 Funds may not be disbursed from the A&S Unallocated Account by any party without the authorization of the Student Government Senate in the form of an Allocation Request.

Chapter 206: Reserve Account

- 206.1 Five percent (5%) of the unused and unencumbered funds from every A&S account which remain at the end of each fiscal year will be placed into the Reserve Account.
- 206.2 The funds available in the Reserve Account shall be used for Emergencies. In case of Emergency, a funding request to be funded by the Reserve Account may be done through a senate bill. If senate is not in session or fails to meet for more than four weeks, then the Reserve Account may be used to fund a request by a written recommendation

from the Appropriations chair to the Senate President, or Senate Pro Tempore in the absence of the Senate President. If approved, the request shall then be presented to the Student Body President for approval. Finally, the request shall be presented for written approval to the Student Body Treasurer.

206.3 This Reserve Account will have a maximum of \$500,000.

Chapter 207: Allocation of Activity & Service Fees

207.1 The Student Government Senate is responsible for the disbursement of A&S funds through:

- (1) the Annual Budget process;
- (2) an Allocation Request; or
- (3) a Reallocation Request.

207.2 No disbursement of A&S Fees may be made by any party without the approval of the Student Government Senate.

207.3 The Florida Gulf Coast University Budget Office shall provide the Student Government with an estimate of the fiscal year's collections.

207.4 If there is a shortfall in current year revenues, the Student Government Treasurer shall consult with the Florida Gulf Coast University Budget Office to determine the extent of the shortfall and provide a written report to the Senate. The Student Government Senate has the exclusive budgetary authority to reallocate funds as deemed necessary to match projected expenses with actual revenues.

207.5 Annual Budget Process

- A. The Student Government Appropriations Committee shall make the Annual Budget Application (ABA) publicly available in the Fall Semester at least 30 calendar days before the submission deadline.
- B. The Sport Clubs Council (SCC) shall submit a single Annual Budget Application, including the request for each Registered Sport Club as supplemental documentation.
 - a. The Sport Clubs Council may adopt its own standard budgeting procedures which shall not conflict with University Policy, Student Government Constitution or Finance Code. The standard operating procedures on Budgeting shall require the approval of the Sport Clubs Council Executive Board.
 - b. All Sport Clubs shall submit their budget request to the Sport Clubs Council.
- C. The submission deadline for the ABA shall be a specific date and time set annually by the Student Government

Appropriations Committee and will be clearly marked on the application.

- D. A staff member assigned by the Dean of Students will receive all ABAs and shall date and time stamp all ABAs upon receipt. ABAs submitted after the submission deadline will not be accepted under any circumstances.
- E. The Student Senate shall not adopt a budget that exceeds the budget estimate recommended by the University Budget Office. Should such a measure be adopted, it shall be considered invalid, and a new budget must be presented.

207.5.1 Budget Process

- A. After submitting the Annual Budget Application, each entity applying for funding will schedule a mandatory hearing with the Student Senate Appropriations Committee.
- B. The Student Senate Appropriations Committee shall make necessary amendments to the individual budget requests based on the request and available funding. Those amendments shall be in writing with the votes recorded in the minutes.

207.5.2

- A. The Appropriations Committee shall present the Annual Budget to the Student Government Senate for review, amendment if necessary, and approval.
- B. Upon the approval by the Student Government Senate, the Annual Budget shall be presented to the Student Body President for approval. The Student Body President has line-item veto authority. A line-item veto may be overturned by the Student Government Senate with a two-thirds vote of the members of the Student Senate present and voting at a regular meeting.
- C. If the budget fails to be approved by the Student Government Senate or Student Body President by midnight on February 28, then the current budget will be used for the upcoming fiscal year. If the continuing budget exceeds estimated funds, all funded entities will operate on 80 percent of the then-current appropriated budgeted amounts, with the exception of the 6100, 6200, and 6300 pools which will be funded at 100 percent. Spending authority will be adjusted to reflect the newly approved budget.
- D. The Annual Budget approved by the Student Government must be presented to the University President who has final

veto authority over any line item or portion thereof within the budget.

- E. The university president shall have 15 school days from the date of presentation of the budget to act on the allocation and expenditure recommendations, which shall be deemed approved if no action is taken within the 15 school days. If any line item or portion thereof within the budget is vetoed, the student government association legislative body shall within 15 school days make new budget recommendations for expenditure of the vetoed portion of the fund. If the university president vetoes any line item or portion thereof within the new budget revisions, the university president may reallocate by line item that vetoed portion to bond obligations guaranteed by activity and service fees.
- F. The approved Annual Budget will be available no earlier than the first day of the Fiscal Year.

207.5.3 Allocation Request Process

- A. Allocation Requests may only be submitted to Student Government Senate in the form of a Senate bill.
- B. The Senate shall have the authority to amend and approve all Allocation Requests.
- C. The Student Body President has line-item veto authority for an allocation request. A line-item veto may be overturned by the Student Government Senate with a two-thirds vote of the members of the Student Senate present and voting at a regular meeting.
- D. All funds allocated from the A&S Unallocated Account and Reserve Account require the final approval of the University President or designee.

207.6 Re-Allocation Budget Process

- 207.6.1 On the first day of each new fiscal year, the Appropriations Committee shall be able to call a “re-allocation” of up to 30% of the new unallocated account if the unallocated account is greater than the amount identified in the previous annual budget process. For purposes of the 2018-2019 fiscal year, the amount shall be four-hundred and fifty thousand dollars.
- 207.6.2 The Appropriations Committee shall have 30 days following the start of the new fiscal year to declare a “re-allocation” and determine the percentage of the unallocated account they would like to re-allocate.
- 207.6.3 A recognized member for the Appropriations Committee will have to make a motion for a re-allocation and a percentage of the unallocated account to re-allocate. The committee will follow the motion, if approved, with a vote. A majority vote will pass the motion.
- 207.6.4 Once the re-allocation is approved, the Appropriations Committee will have 20 days to re-allocate the determined amount of funds.
- 207.6.5 The committee will use the budget applications of the previous budget process to determine which line-items they would like to re-allocate funds to.

- No line item not requested in the previous budget process may be re-allocated funds towards.
- 207.6.6 There will be no need for additional budget hearings, the committee shall refer to the minutes taken in the previous budget process.
- 207.6.7 Following the completion of the re-allocation of funds by the committee, the readjusted budget will follow the same process as the Annual Budget Process as stated in chapter 207.5.2 before the funds become allocated to each respective organization.
- 207.6.8 All non-reallocated funds will be returned to the Unallocated Account.

Chapter 208: Outside Revenue

- 208.1 A&S funds may not be used to support fundraising events or activities for which an admission fee is charged to students, except for Student-Government sponsored concerts, in accordance with Section 1009.24(9)(b) of Florida Statute.
- 208.2 Failure to comply may result in a suspension of A&S fee disbursements.

Chapter 209: Internal Regulations

- 209.1 Expenditure Authorization for Registered Student Organizations
- 209.1.1 All expenditures of A&S Funds by Registered Student Organizations through purchase orders, payee invoices, or travel authorization forms require the written approval of the A&S Budget Assistant and Student Body Treasurer before being submitted for administrative approval to the University President or designee.
- 209.1.2 The A&S Budget Assistant and Student Body Treasurer have the authority to reject any expenditure that is not in accordance with the Finance Code, Student Body Constitution or Florida Statute. The Student Body Treasurer shall provide a written explanation of the reason for rejecting the expenditure to the Requesting Entity.
- 209.1.3 All expenditure requests shall be authorized or rejected by the Student Body Treasurer within five (5) business days.
- 209.1.4 In the event that the Student Body Treasurer is not available for more than five (5) business days, the Student Body President shall approve or reject the expenditure.
- 209.1.5 Expenses that do not require the written approval of the Student Body Treasurer include freight, postage, and other overhead charges that must be paid for when incurred.
- 209.2 Expenditure Authorization for Registered Sport Clubs
- 209.2.1 Registered Sport Clubs must meet all University requirements and have been a member of the SCC for one fiscal year in order to utilize funds through the SCC account.
- 209.2.2 A newly registered Sport Club will utilize their existing account until they are eligible for and receive funding through the Sport Clubs

Council.

209.2.3 All SCC expenditures must receive the approval of the Student Body Treasurer or designee prior to disbursement of funds.

209.2.4 The Sport Clubs Council shall inform the Student Senate and Student Body Treasurer of a status change of any Registered Sport Club within 15 school days of the change of status.

A. Funds allocated for a club that by its own actions self-disassociates from the SCC or is being considered for administrative removal will not be available for transfer.

B. Any Registered Sport Club that disassociates with the SCC may be eligible for funding upon the completion of the re-registration process through the Office of Student Involvement.

209.3 Expenditure Process

209.3.1 Purchase Order Request

A. A Purchase Order Request along with additional documentation shall be submitted for approval following the regulations set by the Office of Student Involvement or Sport Clubs Program.

B. The request will then be submitted to the Budget Assistant or Purchase Assistant to ensure the funds are available in the appropriate pool.

C. Then the request will be forwarded to the Student Body Treasurer or designee for approval. The Student Body Treasurer or designee may request additional documentation.

D. The Student Body Treasurer may reject the requisition for any violations of this Finance Code.

E. The requisition is submitted to the Procurement Services or appropriate University staff member.

F. All purchasing paperwork must be turned into the Office of Student Involvement at least 14 days prior to the purchase/event. Any exceptions must be submitted in writing to the Student Body Treasurer.

209.3.2 Reimbursements

A. Entities must follow the guidelines approved by the University and the Division of Student Affairs for all Payee Invoices.

B. Reimbursements will not be approved for:

a. Amounts above the amount stated on receipts.

C. Receipts turned in after ten (10) business days. All reimbursements require the approval of the Student Body Treasurer or designee.

D. Registered Student Organizations

- a. Registered Student Organizations may not be granted reimbursements for any travel expenses without the prior approval of the Student Body Treasurer.

E. Registered Sport Clubs

- a. Reimbursements for Registered Sport Clubs will follow the procedures outlined in the Sport Clubs Program Manual.

209.3.3 Expense Reports

- A. All university departments funded partially or entirely by A&S Fees may be required to submit a detailed expense report of their A&S funds expenditures to the Student Body Treasurer upon request.

Chapter 210: Budget Transfers

All Budget Transfers of A&S funds within accounts shall comply with the following requirements:

210.1 University Departments

- 210.1.1 A budget transfer of \$10,000 or less requires a Budget Transfer Form, submitted to the A&S Budget Assistant.
- 210.1.2 A budget transfer of greater than \$10,000 requires a Budget Transfer Form approved by the Student Body Treasurer and Senate President.
- 210.1.3 Each University Department may transfer their budget only once in a thirty (30) day period. Any additional transfers in this time period must be approved by the Student Body Treasurer and Senate President.
- 210.1.4 Additional transfers beyond those allowed under this Chapter will be treated as a Reallocation Request which requires the approval of the Senate. A reallocation request must be in the form of a bill. For a Budget Transfer to be enacted, a copy of the approved Senate Bill must accompany the Budget Transfer Form submitted to the Florida Gulf Coast University Budget Office.

Chapter 211: Travel

- 211.1 All travel funded partially or fully by A&S fees must be in the performance of official duties of University Departments, Registered Student Organizations and/or on behalf of the student body.
- 211.2 Registered Students Organizations traveling on an A&S fee stipend are responsible for researching and choosing reasonable accommodations and travel means at the lowest possible cost before their meeting.
- 211.3 No Registered Student Organization may be allocated or spend more than \$5,500 in A&S funds for travel per fiscal year, with the exception of Registered Student Organization directly under and funded by an A&S funded department.
- 211.4 Registered Student Organization exempted by the travel cap may not go

through the travel bill process and will be represented by their department through the annual budget review process to receive travel funding.

211.5 Student Organization Travel:

- 211.5.1 Requesting travel allocations shall comply with the travel procedures outlined in Florida Gulf Coast University Policies and Procedures, Student Government law, Florida State Statutes, and any guidelines approved by the Division of Student Affairs.
- 211.5.2 A&S funds designated for Registered Student Organization travel will only be allocated by the Special Conference and Travel Committee (SCT Committee).
- 211.5.3 Travel Requests by Registered Student Organizations fall under the jurisdiction of the Special Conference and Travel Committee.
- 211.5.4 Travel funds may be requested up to four (4) times per Fiscal Year.
- 211.5.5 Registered Student Organization travel must adhere to the following guidelines:
 - a. May not exceed the travel cap.
 - b. Travelers shall stay four to a room if possible
 - c. Registered Student Organizations traveling to the same conference shall inform the SCT Committee.
 - d. Organizations may not be reimbursed for any expenses not previously allocated for by the SCT committee, at jurisdiction of the Student Body Treasurer.
- 211.5.6 The process for approving Travel Requests shall be as follows:
 - a. Registered Student Organizations must submit travel request forms following proper procedure.
 - b. After being properly submitted and added to the SCT Committee meeting agenda by the committee chair, the request must receive a two-thirds (2/3) approval vote of the committee to pass.
 - c. The SCT Committee chair shall then forward the request to the Student Body Treasurer for executive approval.
 - d. The purchase will then be forwarded to the A&S Budget Assistant and the Office of Student Involvement for purchasing.
 - e. The SCT Committee will inform the organizations' representative of the final outcome with explanation within 48 hours, and the Student Government Senate with explanation at

the Senate meeting following the Committee's decision.

- f. Once the travel request is approved, the Registered Student Organization must follow the proper purchasing process through the Office of Student Involvement.

- 211.5.7 A properly completed Travel Request Form shall consist of:
- a. Answers to applicable standard questions.
 - b. Approvals of the appropriate advisor, organization president, organization treasurer or financial officer.
 - c. Total cost spreadsheet.
 - d. Trip itinerary
 - e. Price quotes for accommodations, transportation and other expenses.
 - f. Procedure on how students will be selected.
- 211.5.8 Travel reimbursements for gas, mileage, ground transportation, and rental vehicles will be made on the basis of the submission of receipts within ten business days upon return from the trip, not to exceed the amount awarded by the SCT Committee. All other travel expenses will be purchased prior to travel.
- 211.5.9 If amount allocated by the SCT Committee is less than the actual amount expended, the traveler will be responsible for the excess amount.

Personnel Policies

- 212.1 General
- 212.1.1 The funding of OPS and/or salary positions with A&S Fees must be approved by the Student Government Senate through the Annual Budget or an Allocation Request.
 - 212.1.2 All newly requested A&S funded positions shall be evaluated by the Student Senate Appropriations Committee for funding consideration during the Annual Budget Process.
 - 212.1.3 Florida Gulf Coast University regulations and policies governing employment will apply to the terms and conditions of employment for A&S funded positions.
- 212.2 OPS Positions
- 212.2.1 Each entity requesting A&S Fees to fund a new OPS position must submit a position description to the Student Senate Appropriations Committee during the Annual Budget Process.
- 212.3 Salary Positions
- 212.3.1 Each entity requesting A&S Fees to fund a new salary position must submit a position description to Student Senate Appropriations

Committee during the Annual Budget Process.

- 212.3.2 Each entity must submit a detailed itemization of its operating budget that identifies all funding sources and their respective funding amounts for the current and subsequent fiscal year.
- 212.3.3 All salary positions funded by A&S Fees must be filled in accordance with Human Resource guidelines and the search committee or panel will be comprised of at least one-third (1/3) of currently enrolled students.
- 212.3.4 In the event an employee is awarded a general salary increase and/or special pay increase, the funding required to meet the obligation shall be drawn from the appropriate Reserve account in the year the increase was awarded. In every year that follows, the entity with the funded position shall include the increased costs in its proposed budget requests. Changes in benefit costs shall be accounted in the same manner.

Chapter 212: Prohibited Expenditures

- 213.1 The Student Government and all entities funded by A&S Fees must comply with the Florida Gulf Coast University Purchasing policies and procedures. In addition, the following are prohibited expenditures of A&S Fees:
 - A. Alcohol
 - B. Direct or indirect contribution to a political candidate, political party, political committee or committee of continuous existence.
 - C. Rental of or expenditures towards functions hosted in private residences.
 - D. Use of A&S Fees to benefit activities for which admission fee is charged to students, except for student government sponsored concerts.
 - E. The transfer of A&S funds to outside revenue accounts and the use of A&S funds for personal benefit.
 - F. Scholarships.
 - G. Graduation related item.
 - H. Placement tests, preparation courses, or certification courses primarily benefit the individual.
 - I. Plaques, awards and other non-monetary tokens of recognition exceeding \$100 per person.
 - J. Monetary prizes, and gift certificates.
 - K. Fines, late fees, penalties (including parking tickets).
 - L. Any purchase of chemicals unless approved by the Office of Environmental Health and Safety.
 - M. Money spent prior to an allocation being made.

Chapter 213: Violations of the Finance Code and Misuse of Funds

- 214.1 A violation of the Finance Code may result in the suspension of an A&S Account as in accordance with University Policy.

**APPENDIX A:
STATEMENT OF UNDERSTANDING**

The use of Activity and Service (A&S) Fees is a privilege that has been entrusted to your organization by the Student Government of Florida Gulf Coast University. In order to ensure fiscal accountability, knowledge of the Student Government Finance Code and any other statutes therein, any funded entity must sign and submit this Statement of Understanding along with the Budget Application prior to receiving funding for the next fiscal year.

In this respect, we the undersigned herein have read, understand, and agree:

1. I have obtained a copy of the Finance Code.
2. I am responsible for and agree to abide by the laws and regulations outlined in the Finance Code and other Statutes within.
3. I will be completely honest in all dealings with the Florida Gulf Coast University Student Government.

Name of Funded Student Organization or University Department

Signature, Financial Officer

Date

Signature, President or Director

Date

Signature, Club Advisor (if applicable)

Date

**APPENDIX B:
FLORIDA STATUTES
TITLE XLVIII: K-20 EDUCATION CODE**

Chapter 1001: K-20 Education Governance

1001.74 Powers and duties of university boards of trustees.

(10) Each board of trustees shall establish fees pursuant to ss. 1009.24 and 1009.26.

Chapter 1009: Educational Scholarships, Fees, and Financial Assistance

1009.24 State university students fees.

(9)(a) Each university board of trustees shall establish a student activity and service fee on the main campus of the university. The university board may also establish a student activity and service fee on any branch campus or center. Any subsequent increase in the activity and service fee must be recommended by an activity and service fee committee, at least one-half of whom are students appointed by the student body president. The remainder of the committee shall be appointed by the university president. A chairperson, appointed jointly by the university president and the student body president, shall vote only in the case of a tie. The recommendations of the committee shall take effect only after approval by the university president, after consultation with the student body president, with final approval by the university board of trustees. An increase in the activity and service fee may occur only once each fiscal year and must be implemented beginning with the fall term. The State Board of Education is responsible for promulgating the rules and timetables necessary to implement this fee.

(b) The student activity and service fees shall be expended for lawful purposes to benefit the student body in general. This shall include, but shall not be limited to, student publications and grants to duly recognized student organizations, the membership of which is open to all students at the university without regard to race, sex, or religion. The fund may not benefit activities for which an admission fee is charged to students, except for student-government-association-sponsored concerts. The allocation and expenditure of the fund shall be determined by the student government association of the university, except that the president of the university may veto any line item or portion thereof within the budget when submitted by the student government association legislative body. The university president shall have 15 school days from the date of presentation of the budget to act on the allocation and expenditure recommendations, which shall be deemed approved if no action is taken within the 15 school days. If any line item or portion thereof within the budget is vetoed, the student government association legislative body shall within 15 school days make new budget recommendations for expenditure of the vetoed portion of the fund. If the university president vetoes any line item or portion thereof within the new budget revisions, the university president may reallocate by line item that vetoed portion to bond obligations guaranteed by activity and service fees. Unexpended funds and undisbursed funds remaining at the end of a fiscal year shall be carried over and remain in the student activity and service fund and be available for allocation and expenditure during the next fiscal year.

1009.26 Fee waivers.

(1) School districts and community colleges may waive fees for any fee-nonexempt student. The total value of fee waivers granted by the school district or community college may not exceed the amount established annually in the General Appropriations Act. Any student whose fees are waived in excess of the authorized amount may not be reported for state funding purposes. Any school district or community college that waives fees and requests state funding for a student in violation of the provisions of this section shall be penalized at a rate equal to 2 times the value of the full-time student enrollment reported.

(2) A state university may waive any or all application, tuition, and related fees for persons who supervise student interns for a state university.

(3) A university board of trustees is authorized to permit full-time university employees who meet academic requirements to enroll for up to 6 credit hours of tuition-free courses per term on a space-available basis.

(4) A state university may waive any or all application, tuition, and related fees for persons 60 years of age or older who are residents of this state and who attend classes for credit. No academic credit shall be awarded for attendance in classes for which fees are waived under this subsection. This privilege may be granted only on a space-available basis, if such classes are not filled as of the close of registration. A university may limit or deny the privilege for courses which are in programs for which the State Board of Education has established selective admissions criteria. Persons paying full fees and state employees taking courses on a space-available basis shall have priority over those persons whose fees are waived in all cases where classroom spaces are limited.

(5) Any graduate student enrolled in a state-approved school psychology training program shall be entitled to a waiver of registration fees for internship credit hours applicable to an internship in the public school system under the supervision of a Department of Education certified school psychologist employed by the school system.

(6) The State Board of Education may establish rules to allow for the waiver of out-of-state fees for non-degree-seeking students enrolled at a state university if the earned student credit hours generated by such students are non-fundable and the direct cost for the program of study is recovered from the fees charged to all students.

(7) The spouse of a deceased state employee is entitled, when eligible for the payment of student fees by the state as employer pursuant to s. 440.16, in lieu of such payment, to a full waiver of student fees for up to 80 semester hours in any community college.

(8) Fees shall be waived for certain members of the active Florida National Guard pursuant to s. 250.10(8).

The Florida Statutes are located on line at:

<http://www.flsenate.gov/Statutes/index.cfm?Mode+View>