

# **SAFBA FUNDS TRAINING**

## **MANAGING STUDENT ACTIVITY FEES**

### **2020 - 2021 TRAINING**

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Center for Student Involvement

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# WHAT ARE SAFBA FUNDS?

Student Activity Fee Budget Allocation (SAFBA) are funds collected through the student activity fee assessment paid by all registered students at UWG

- Generates an average \$1.1 million per year
- Purpose: To provide recreational, entertaining and/or culturally enriching programs or services which do not solely support academic programs.
- Allocated by the Student Activity Fee Budget Allocation Committee.
  - The committee is comprised as 6 students, 1 faculty, and 1 staff member;
  - The committee collects applications and interviews groups who applied for funds
  - Following budget approvals, departments and organizations are notified in writing of the outcome of their applications and approved funding

Recipients of funds are expected to be good stewards of the funds.

*Steward: One who manages another's property, finances, or other affairs*

American Heritage Dictionary

# FROM THE USG BUSINESS PROCEDURES MANUAL

- Student Activity Fees
- Student activity fees are collected for the purpose of supporting programs and services affecting all aspects of student life. Correspondingly, the expenditure of these fees should be student centered with the students being the primary participants or beneficiaries.
- As with all institutional funds, USG policies and procedures must be considered when expenditures are made from student activity funds. Budgets allocated to student organizations and expended under the authority of the student group represent a shared responsibility between institutional officers, the respective student group and the student fee committee. Thus, it is the responsibility of these groups to ensure that expenditures made are an appropriate use of student activity funds in line with applicable State and USG policies and procedures.
- Student activity fee revenues may be used to support a broad spectrum of student related services, most commonly in the areas of social and entertainment activities, intramural sports, student publications and student government associations. While it is not the intent of this section to provide an exhaustive list of USG rules and regulations for expenditures, the following guidance is provided on expenditures of student activity fees.

# BUDGET BASICS

- You may not overspend your budget.
- Unspent money will be placed into the Activity Fee Reserve at the end of the fiscal year.
- Organizations and departments must spend the money as outlined in your proposal.
- Organizations and departments must follow all relevant university policies and procedures
- Organizations and departments must maintain good records of expenditures and outcomes
- Failure to follow any of the above may result in loss of funds.

# UNIVERSITY POLICIES

## WWW.WESTGA.EDU/CONTROLLER/

- Prohibited Expenditures
- General Purchasing Guidelines
- Food
- Prizes and Awards
- Participation Fees and Donations
- Bank Accounts
- Link to Institutional Guidelines & Procedures
  - <https://workwest.westga.edu/administration/business-and-finance/controller/Institutional-guidelines-procedures.php>

# PROHIBITED EXPENDITURES

- Alcohol
- Illegal Items
- Support of political candidates
- Items for personal use
- Sole support of academic programs
- Scholarships, donations
- Staff salaries
- Faculty salaries
- (Student salaries are allowed if approved by the committee)

# GENERAL PURCHASING GUIDELINES

- Purchase Orders – most purchases are done through purchase order. They are generated in the ePro online system. It is best to begin this process 3 – 4 weeks before you need the items.
- A check request may be used for goods or services up to \$2,499.99 that require immediate payment when a contract is not required and it is not necessary to create a purchase order or competitively select a vendor.
  - Check Request Form:  
<https://workwest.westga.edu/administration/business-and-finance/purchasing/assets/docs/check-request-form-rev-9-25-20.pdf>
  - Check Request Information:  
<https://workwest.westga.edu/administration/business-and-finance/purchasing/purchasing-information.php>
- The purchase must be pre-approved before spending the money. A receipt that clearly indicates the amount spent and the vendor information on it will be required.



# GENERAL PURCHASING GUIDELINES (cont.)

- Petty Cash can be used for expenditures under \$100. Use of petty cash must be approved before the purchase is made. A receipt that clearly indicates the amount spent and the vendor information on it will be required.
- If the vendor of choice has not previously done business with UWG, the vendor must complete a vendor profile, W9, and vendor direct deposit form.
- Contracts with a vendor are required for all performances and services. Prior approval is required for a contract. Contracts can only be signed by the Purchasing Office staff.
- All SAFBA accounts must be reconciled on an a semi-annual basis based on university policy.
- Organizations with accounts managed by the SAFBA budget manager must meet with the manager prior to any expenditures. If your account is managed through SAFBA budget manager the approvers will be the organization advisor and the Director within CSI.
- General Purchasing rules: <https://workwest.westga.edu/administration/business-and-finance/purchasing/forms.php>

# FOOD

- For STUDENTS!
- Events must be open to the general student body-not for regular meetings of an organization
- Employees: IF attendees are mostly students AND employee attendance is essential
- Documentation is required: Food Approval Form, purpose, agenda, attendees, communication/publicity/promotion

# PRIZES AND AWARDS

## PRIZE

- Prize: given for an action taken or a work created with an intent or hope of acquiring the award
- Limited to \$50

## AWARD

- Award: given for actions taken or works created without regard for remuneration or acknowledgement

# COLLECTION OF PARTICIPATION FEES

- Prior approval required from your Vice President and Vice President of Business and Finance
- Must have a clear audit trail (numbered tickets)
- Funds collected must, **MUST**, be deposited into your SAFBA account
- Participation Fees: Any fee charged to individuals to help pay for the cost of a program/activity/event, such as registration fees or admissions charges. See Controller's website for more information.
- Donations: must be deposited into a Foundation Account. Advisors must manage Foundation Accounts.
- CSI will be developing a ticket check-in/check-out process to assist student organizations

# BANK ACCOUNTS

- Organizations with SAFBA allocations may not have organization bank accounts: off campus checking or savings accounts.
- ALL funds generated from your activities (fundraising, revenue, ticket sales) MUST be deposited into the SAFBA Account
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# SAFBA NOTES/RESULTS OF LAST AUDIT

Details of record keeping

Overlap and Duplication

Accountability: Is money being spent as proposed?

Quality: Is money being spent in the best way possible, to reach the largest amount of students possible with quality programs, services and events?

# MOST IMPORTANT

- Documentation!
- Documentation!
- Documentation!
- Two years from now, could someone, with no knowledge of your organization, be able to read and understand the documentation?

# Using funds wisely

## how did your expenditures support students

- When reviewing requests for funds for 2021-2022, the SAFBA Committee will look at how funds were spent in 2020 - 2021:
- How many students were served by programs and activities?
- What were the benefits of the programs and activities to students?
- How knowledgeable is the proposer about how funds were used?
- Did the department use funds as they were approved by last year's SAFBA Committee?
- SAFBA reserves the right to review all budget amendments



# FINAL NOTES

- The purpose of your organization's allocation is as proposed and approved by SAFBA.
- You cannot use "year end" funds to buy other things that would benefit your organization or department.
- Unused funds will go the Activity Fee Reserve.

# QUESTIONS OR ASSISTANCE

SAFBA RESOURCE GUIDANCE

[www.westga.edu/safba](http://www.westga.edu/safba)

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