

American University of Armenia

Undergraduate Student Organization Budget & Event Procedure

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The undergraduate student organizations are funded through the Center for Student Success. The funds are administered and approved by the Coordinator of Student Services.

Money is used to fund activities that will benefit all the students of an organization. It is not a fund that is solely used by the organization members, although it is understood that in the course of planning and organizing activities, organization members will incur and should be be allotted money for expenditures. Each organization should have a mechanism (usually, organization meetings that are open to all students of that school) that allows the student organization to have a say in what the organization will fund.

Funding Information

Student organization funding is provided from the operating budget of the Center for Student Success. The fiscal year runs from September 1 – May 1. The allocated amount per organization, per fiscal year is \$150.

Each organization should plan its anticipated costs and ensure that they do not exceed the budget. Organizations may only spend the money allocated to them each fiscal year. Organization members become personally responsible to cover all expenses that are in excess of the budget. AUA will not provide additional funding beyond the annual entitlement.

Submitting a Budget

Each fiscal year, each organization should submit a budget to their respective advisor. The proposed budget should detail a plan of activities and intended expenditures for the academic year. Each event should be budgeted based on the type of expense. The organization Treasurer should meet with the Student Services Coordinator to discuss timing and appropriate measures to expedite forms of purchase.

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Planning a Budget

Organizations may only spend the money that is allocated or available to them within the current year. Each organization should budget its anticipated costs and should not plan or rely on using money allocated for the next year to pay for current expenditures. Continual overdrafts by any organization may result in suspension of the organization's activities in the current or subsequent year.

If an organization gives an event that will benefit next year's students, but the expenditures are made within the current year, those expenditures must be budgeted using money from this year. The University's accounting department will only allow an expense to be charged to next year's budget if the item ordered will not be delivered or cannot be used (is physically inaccessible) until the next academic year. Please see respective advisor if you have such an expenditure.

Fund-Raising

An organization can sponsor events to raise funds to augment their budget. Examples of fund-raising activities include film screenings, lectures, and parties. Your organization must rely on its own funds to cover initial expenses for such events. It is helpful to do a cost projection for such an event prior to making any commitments.

If income from an event will be used to fund activities for this year, the event should be planned so that the money will be collected and deposited into the organization's account within the current academic year. If money is expected to be collected or deposited during the next academic year, be aware that no credit or allowance will be extended in the current year for "expected income".

Co-Sponsored Events

Organizations are encouraged to co-sponsor events with other organizations, student organizations, or the academic departments as a means of maximizing resources such as space, funds, and volunteers.

When co-sponsoring events, it is a good idea to write up a formal agreement, outlining the budget for the event. The agreement should detail how much each group will contribute and

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which expenses each will pay for the event. In addition, the agreement should spell out how each group will be credited in banners, flyers or event programs for participating or funding the event.

Spending Monies: Initiating Expenditures

Organizations are subject to the same disbursement guidelines as every office within the University. There is no special system or recognition of organization accounts. The University is under no obligation to transact an expenditure that does not conform to existing University policy and standards.

Part of the responsibility of being a student organization officer is to fulfill your organization's activities while working within the existing University guidelines. Changes in University policy can occur, but they will be done systematically, through the appropriate channels and in the appropriate forums of advocacy.

Organizations are encouraged to discuss any upcoming projects with your Organization Advisor. Before making spending commitments, discuss with your Organization Advisor the best and most expedient ways to process your transactions.

It is also suggested that the Treasurer (or other designated officer) provide a written report at each organization meeting on the organization's financial status, attaching a copy of the report to the meeting minutes. This report should detail current allocation and new income, money committed (approved for spending but not yet paid), money paid out, balance available and requests for money that are pending approval.

Organizations are responsible for monitoring the expenditures and budgets of any school-based organizations they fund. It is each organization's responsibility to ensure the groups they fund are aware of and fully comply with the University regulations regarding expenditures.

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Processing Expenditures

All organization transactions must follow the below protocol and contain the appropriate information and paperwork:

1. Organization reviews and approves students/event expenses.
2. A funding request memo is drafted and signed by the President and Treasurer. The memo will detail the type of items needed. When signed by the President and Treasurer, this memo will serve as authorization of the accompanying expense.
3. All of the paperwork must be provided to your organization advisor. This should include a spreadsheet with remaining budget balance.
4. The purchasing process requires up to 3 working days; all approved memos must be submitted to the Student Services Coordinator.

Spending Monies: Specific Procedures

What expenses will not be covered?

Funding from the University for Student Organization activities can only be provided in accordance with university policies. Items that are not commonly covered include but are not limited to:

1. Expenses that do not benefit the student body at large are not reimbursable;
2. Private organization meetings held at restaurants;
3. Parties held at a bar where your entire school is unable to participate;
4. Alcohol;
5. Receipts that do not list what was purchased;
6. Gifts to one another for working as a student organization representative or for any other reason;
7. Purchase of schoolbooks, novels;
8. Expenses that are unrelated to the purpose or mission of the student organization, the school, and/or the university;
9. Donations to any civic, religious, governmental or other agency.

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Event Planning

An event planning memo must be submitted to your Organization Advisor for approval at least three days before the event planning takes place. Event planning is defined as identifying organizers, collaborators, location, date and other pertinent information.

The planning memo should include, but not limited to, the following items:

1. Proposed event;
2. Purpose of event;
3. Intended audience;
4. Impact on campus community;
5. Identify collaborators;
 - a. What organization do they represent? Memo and detailed information regarding organization is needed.
6. Date & Time;
7. Location;
8. Special accommodations or requests;
9. Other details;
10. Signature of an Organization member.