



Financial Operating Policies and Procedures

Office of the Comptroller
Undergraduate Student Government
University of Connecticut at Storrs

Claire Price
Comptroller

Last Revised: Sept 23, 2013

Table of Contents

I. Purpose

II. Definitions

III. Policies

IV. Procedures

V. Amendments and Enabling

I. Purpose

The purpose of this document is to ensure individuals and organizations of the Undergraduate Student Government of the University of Connecticut at Storrs are operating in a fiscally responsible and sustainable manner, and to provide a level of stewardship to the student population of the University. The publication of this document provides a level of transparency and accountability to individuals and entities both internal and external to the organization. These policies and procedures will extend to all organizations and bodies of the Undergraduate Student Government as recognized by the constitution and bylaws.

II. Definitions

- a. USG: The Undergraduate Student Government, and all respective bodies thereof, including, but not limited to, Programs.
- b. Programs: Operational entities established as such respective to the Undergraduate Student Government Constitution and Bylaws with external governing bodies.
- c. FOPP: This document, the Financial Operating Policies and Procedures.
- d. Expenditure: Any disbursement of funds by USG
- e. Area Council: A Tier-II organization recognized by the Student Affairs Committee and/or the Residence Hall Association as such. Such an organization must be recognized as having the sole purpose of increasing the quality of life of residents in a particular residential area, as established by the Residence Hall Association.
- f. USG Members: Elected, appointed, and volunteer individuals of the Undergraduate Student Government.

III. Policies

A. Expenditures

1. General

- i. Reasonable exceptions to these expenditure rules shall be made at the joint discretion of the Comptroller and the President, unless otherwise noted.
- ii. All expenses and requests for exceptions must be made to the Comptroller at least one (1) week prior of the anticipated date of requisition.
- iii. Funds shall be appropriated from each Chair's or Executive's respective budget.

2. Meals

- i. Meal tickets are issued by the Comptroller for use by the Executive Committee in accordance with the policies specified herein.
- ii. No entity of USG may purchase meals for more than 4 meetings a semester of that entity.
- iii. Meals may be purchased more often for meetings that exceed 2 hours at the discretion of the Comptroller.
- iv. No more than \$10 per person per meeting may be spent.
 - a. Guests who actively contribute to any given meeting may be included.
- v. USG events, hosted for the general undergraduate student body, are not subject to the aforementioned limits.

vi. Internal Events

- a. Minor internal events held without purpose of official business may be funded 3 times per semester. Internal events shall be considered minor if the total cost per individual is less than ten \$10.00.
- b. Major internal events held without purpose of official business may be funded no more than once per semester. Attendees must contribute 10% of the cost per individual. Internal events shall be consider major if the total cost per individual is more than ten \$10.00.
- c. Such events shall be limited to USG members and one guest per member. Guests who are not undergraduates of the University of Connecticut at Storrs may need to pay for their own expenses, as designated by the approving body.
- d. Transportation selected for attendees must be utilized. Forms of

- transportation other than those provided will not be paid for.
- vii. The purchase of alcoholic beverages with USG funds is strictly prohibited.

3. Reimbursements

- i. Approval of expenditures post-purchase is prohibited unless otherwise noted.

4. Area Councils

- i. Area Councils shall have the opportunity to apply for funding for community building activities from USG as supervised by the Funding Board. .
- ii. Area Councils will not be granted funding for any promotional or give away items except for t-shirts that are incorporated into a larger event.
- iii. Area Councils will not be granted funding for equipment and capital.

5. Subcommittees

- i. The sponsoring committee must approve all proposed expenditures by any given subcommittee.
- ii. All expenditures as proposed by any given subcommittee shall be appropriated using its sponsoring committee's budget.

6. Events

- i. All USG entities which are sponsoring events open to the undergraduate student population and/or open to USG members must complete all event forms as required by the Student Activities Business Office.

7. Postage

- i. USG utilizes the University Mail Services in which postage is paid through FRS. US Postage stamps can be purchased for item/s requiring urgent delivery with approval of President or Comptroller. USG postage labels and/or stamps should be used for business purposes only.

B. Travel

1. Reimbursement of travel mileage is only allowed when a USG member is traveling on

official USG business, that individual has filed a copy of their insurance with USG, and such insurance meets minimum criteria as established by the State of Connecticut and the University of Connecticut.

2. The least expensive mode of transportation must be utilized.

3. Travel expenses and travel reimbursement shall be made in accordance with State and University policy.

4. USG may validate parking in either UConn parking garage for students who are on official USG business, including attending regular meetings. Parking validation must be approved by the Comptroller. He or she may grant authority to a member or members of the professional office staff to approve validation.

5. Travel, lodging and registration costs associated with conferences attended by USG members respective to his or her position shall be paid for by USG. The Federal per-diem rate must be used in all instances, unless otherwise determined by the President, Comptroller, and Executive Committee.

a. Costs pertaining to, or associated with, meals at conferences attended by members of USG by virtue of his or her respective position shall be kept to reasonable costs.

b. Such costs shall be approved prior to any given conference, and such approval shall be made public.

C. Inventory

1. Internal inventory will be monitored by the Director of Inventory as supervised by the Comptroller. Acquisition and disposal of USG inventory must be approved by the designated member of the office of the Comptroller.

2. External Inventory will be monitored by the Director of Inventory as supervised by the Comptroller. Acquisition, tracking and disposal of inventory owned by USG and utilized by another organization shall be classified as internal inventory and shall be governed by the Office of the Comptroller through the USG Inventory Control Policy.

IV. Procedures

A. Revenue

1. All revenue exceeding the amount budgeted by the Undergraduate Student Government shall be allocated according to the discretion of the Executive Committee.
2. The senate must be informed of these allocations and shall have the power to overrule them.

B. Conflict of Interest

1. Conflict of interest is defined as approving an expenditure in which any given member of USG shall use USG funds for their own personal benefit.
2. Members of USG may not use their official position for personal financial benefits of his or her-self or any organization or business with which he or she is associated with.
3. All organizations in which the President, Vice President, Comptroller or the Speaker of the Senate have been an Executive Board member in must be reported, documented and sent to the Chief Justice prior their appointment or during their term for the current President, Vice President, Comptroller or the Speaker of the Senate
4. If the Comptroller, or both the President and Vice President are an officer or member of a student organization receiving funding, or will be personally and directly benefitting from an expenditure made by USG, the Speaker of the Senate will be designated to sign the funding request for that individual expenditure.

5. Meal Tickets

- i. The Comptroller will record the distribution of meal tickets on the meal ticket log.
- ii. The user of a meal ticket must submit the detailed meal receipt to the bookkeeper by the next business day and any other requested information must be provided to the Comptroller.

6. Parking Validation

- i. The Comptroller will record use of the parking validation stamp on the Parking

Validation Log.

- ii. Parking shall only be validated for members on reason of official business during restricted parking hours.
- iii. Guests may have their parking validated at the discretion of the Comptroller, President and Vice President.

7. Postage

- i. All outgoing mail should be recorded on the US Postage Stamp log located in room 219a.

V. Amendments and Enabling

These FOPP shall be immediately enacted following adoption by the Undergraduate Student Senate. Amendments to this document must be made according to the Undergraduate Student Government Constitution and Bylaws.