

FUNDING

Chartered organizations receive their funds from the Student Activities Fee, which is administered by the Activities Tax Council. The Activities Tax Council, as mandated by the Student Government Association, is responsible for allocation and supervising the use of student activity fees collected in the comprehensive tuition bill. The Council is comprised of a chairperson, vice-chairperson, the Coordinator of Student Activities, the Dean of Students, the SGA Treasurer and five members of the student body. The Activity Fee is intended for the direct benefit of students. Only those student organizations holding an SGA charter are eligible to receive these funds.

ATC funds are typically used for artists, speakers, film fees, office supplies, photography, publicity, postage, printing, telephone, technical assistance, training activities, and membership fees/dues in associations.

Selected capital projects may be funded if they are determined to have long term benefit to the organization and the student body. Ordinarily funding for such projects comes from funds remaining in the ATC Reserve Account from the previous year.

Eligibility for Funding from the Activity Fee

All student organizations requesting appropriations from the Activities Tax Council Fund must:

1. Be registered by the Student Activities Office.
2. Be chartered by SGA.
3. Submit a proposed budget to the ATC detailing all revenues and expenses for the coming year as well as the actual revenues and expenses for the current year.
4. Complete a financial workshop for organization Presidents and Treasurers offered by the Office of Student Activities.

The ATC funding process:

The budget proposal information is distributed to all organizations just after Spring Break. The deadline for submission to the ATC is ordinarily early April.

Budget proposals should include the following information:

- Membership and officer information
- Questions regarding your organization and its activities
- Equipment (inventory list and purchase requests)
- Description/explanation of activities requiring funds
- Projected expenses
- Projected revenue
- Supplemental Funding received (prior year)

Evaluation of Budgets

When reviewing requests for ATC funding, the Council pays particular attention to the following:

- Number of students directly involved
- Number of students directly served
- Unique nature of service or activity
- Amount of non-Activities Fee funding: co-sponsorship, fundraisers, dues, and other revenues
- Co-sponsorships and collaborative efforts with other organizations
- Pertinence and importance to the stated goals of the organization
- Track record – the organization’s activity and use of funds in previous years

The Activities Tax Council does not approve Activities Fee Expenditures for:

- Alcoholic beverages
- Private social functions
- Entertainment expenses incurred by members while traveling on organization business
- Clothing expenses or other personal items for general membership distribution (including personal uniforms or equipment)
- Personal projects or needs
- Scholarships or donations (ATC funds may be used to hold *events* to raise money for such purposes as long as the events are open to the entire campus and the charitable purpose of the event is clearly advertised and announced.)
- Payment or salaries for leaders of student organizations (only under present special circumstances)

The ATC evaluates the proposals submitted and decides the amount to be allocated to each organization. The ATC forwards its recommendations to the SGA and budget appropriations are approved or rejected upon a vote of the majority of Senators present and voting.

General Policies Regarding Funds

Organization presidents and treasurers are principally responsible for organization funds. It is important that all organizations spend their funds in the best interests of both their members and the student body, and according to the College's financial procedures. The following are requirements for all ATC funded organizations.

- A. All organizations are required to keep their funds in a College account. **NO OTHER ACCOUNTS ARE ALLOWED.** If your organization currently has another account, **CLOSE IT**, and deposit the balance into the authorized organization account as soon as possible. For assistance in establishing an account contact William Brown, ext. 2143.
- B. All transactions must go through Gina Nossel, the Student Accounts Coordinator, in the College Union. Please check with Gina or Cheryl Rampal for correct billings, reimbursement forms and copies of budgets.
- C. The president and treasurer are the only persons authorized to access the account. Others may be permitted to access the account only with the authorization of these officers.
- D. The Activities Tax Council and the Coordinator of Student Activities review each account on a regular basis and consult with organization officers as necessary.
- E. The Treasurer or designated officer should also keep accurate records of expenses and deposits and periodically check with the Accounts Coordinator to be sure that both records show the same balance. Statements of your account balance are available upon request and all files are open to officers for review.
- F. Deficits should not occur in organization accounts. However, in the rare instance that they do, the amount of the deficit will be deducted from that organization's allocation for the coming year.
- G. Any unused funds in accounts as of June 30 will be returned to Activities Tax Council for distribution later. Organizations may request that funds roll forward at year end. Requests must be based on specific organizational needs or special circumstances.
- H. Organizations should follow their approved budgets. Significant departures from the approved budgets require prior approval by the ATC. It can take as much as three weeks for approval. Contact the Chair of the ATC for more information.
- I. Prior approval by the ATC is required for all expenditures. Approved budgets provide the basis for this approval. Expenditures not covered by approved budgets will be referred back to the ATC before any payment is authorized.
- J. Each organization assumes sole responsibility for any and all debts incurred by its activities during the fiscal year (July 1 through June 30).

BUDGET TIPS

Your organization will operate more efficiently if you establish a carefully considered budget that all members of your organization understand. Here are some steps to help you prepare a financial plan:

- * Read previous budgets as a whole group.
- * Brainstorm ideas for activities your group would like to sponsor.
- * Set priorities re: specific activities which are most important to your group.
- * Investigate the potential cost of each program and estimate all expenditures.
- * Determine your organization's available funds: cash on hand, funds in the bank, dues, fundraisers, donations, potential revenue from programs.
- * Define needed expenses: advertising, office costs, transportation, rentals, performers' fees, etc.
- * Determine which activities are financially possible.
- * Monitor expenditures relative to the budget. Explicitly discuss and approve deviations from the budget.
- * A budget is a guideline. It can be changed to reflect changes in plans. However, it must stay balanced in income and expenditures.

USING MONEY – THE PROCESS

Ordering a check for a performer: To request a check for a guest speaker, band, DJ or special event, please see Gina who is located in the Campus Center Administrative Office, Suite 401. You will need a contract, completed and signed W-9 with a social security number or vendor tax ID number. Requests for checks must be remitted by noon on Friday to have a check cut on the following Friday. Gina's hours are 8:30 a.m. – 3:00 p.m. Monday – Friday.

Personal Reimbursements by Check: Organization presidents and/or treasurers may submit requests for reimbursement to the Student Accounts Coordinator, Gina Nossel. Such reimbursements are for individuals who use their own money to pay for organization supplies, etc. We reimburse only with a receipt. She will need the following information--name, address, ID#, SS#, account # of the organization to be charged and receipt.

Petty Cash Advances: Cheryl Rampal in the Union can provide small cash advances for organization expenses in lieu of reimbursement. Receipts for actual expenses must be returned to Cheryl.

Charges:

Harris Teeter – Students may obtain Harris Teeter charge cards from Union Staff members. You must have a picture ID in order to charge. After buying groceries, present the charge card to a cashier and give them your organization's account number (they will need a number, not account name). They will input this number to correspond with your transaction so that it will show up on the monthly statement. You must also write that number on the receipt and wrap the receipt around the charge card before returning it to the staff member.

Home Economist – We have a charge account there. You can just tell the cashier you are with Davidson College and write your organization's account number (ie: animal rights 80-000000) on the store correspondence. Bring your receipt back to the Union business office.

Other grocery stores – Students may use a staff member's credit card to charge at Food Lion, Bi-Lo, Winn-Dixie, Lowes or other grocery stores. It is important that you write the number to charge on the receipt and return it to the staff member.

Bookstore - fill out form at the cash register. **Sign your name and organization name on receipt** and return to Gina Nossel.