



University at Buffalo Student Association Inc. Finance Policies

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Article 1. General Information

Section 1.01: Definitions

Advance: An advance is a check drawn prior to receipt of services. Advances are used for situations in which a vendor will not accept a Purchase Order and reimbursement is not possible.

Club Budget: The amount of money set aside in SA's accounts and records specifically for one club's use. Also referred to as a club line.

Expenditure: Any money spent from the club's budget through the encumbrance process.

Faculty Student Association: SA's Fiscal agent. May be abbreviated as FSA

Fiscal Year: Refers to the budget year. SA's fiscal year is August 1 to July 31.

General Ledger: Shows SA's starting budget by line, including club budgets, and any changes including expenses, revenue, co-sponsorships etc. made to each line throughout the year. The general ledger can be found at <https://safe.sa.buffalo.edu/general-ledger>.

Net Profit: Net profit is used when a club wants to use a revenue from an event to donate funds to a legitimate not-for-profit organization. It is calculated by subtracting the total expenses from total revenue of the event, thus showing what has been earned (or lost) at a given event. Any revenue remaining after expenses are subtracted from the revenue is net profit, only net profit may be donated.

Non-Charitable Contribution: Money is considered a non-charitable contribution when the money is given to a club and nothing is received in return. Donors will be unable to claim the contribution as a tax deduction on their tax return.

Pre-Encumber/Request: SA uses a pre-encumbrance system. The system verifies that the money is available and proper approval is received before the actual purchase is made. A club submits their requests in SAFE

Purchase Order (PO): A PO is a guarantee of payment given to a vendor in place of payment at the time of purchases.

Receipts/Invoice: A document listing goods or services provided. Receipts/Invoices must be itemized prices and a total cost of goods or services provided. Original receipts/invoices must provide an itemized list and must be turned into the finance department, photocopies are not accepted. Mailed receipts should be sent directly to the Finance Department by the vendor, or the email from the vendor with the original receipt should be forwarded to the Finance Department.

Reimbursement: A reimbursement is repaying an individual when they spend their personal money on club business. Just like any other expense, prior approval and a PO is required.

Requisition: The term to define a new submission on SAFE during the pre-encumbrance process when requesting funds for a purchase.

Revenue: New money that comes into a club's account from an outside source. This can be money collected through ticket/event sales through the Ticket Office, non-charitable contributions, bake sales, or any other fundraised money deposited through the SA Finance

Department.

Rollover: Rollover is revenue that is left over from the previous fiscal year that may be added to the club's account the following fiscal year, provided requirements are met. Rollover from the previous year does not count as revenue for the current year and must be used within the fiscal year it is awarded to the club.

SAFE: SAFE is an online portal that clubs use to pre-encumber/submit their requests for using their funds. A club is also able to check the status of their requests and send/receive messages with SA Finance through SAFE.

Services Performed / Provided: This type of expenditure occurs when you are paying for services.

Starting Budget: The budget approved by the Student Association Board of Directors for the club's use during the allocated fiscal year. This excludes any rollover a club may receive.

University at Buffalo Student Association Inc.: The Undergraduate Student Government of the State University of New York at Buffalo. May be abbreviated as Student Association or SA.

Section 2: State University of New York Governing Policy

All clubs and departments of the Student Association are subject to [Student Activity Fee Programs - Mandatory, Fiscal and Accounting Procedures for](#) and [Student Activity Fees - Mandatory](#) including all use of fund restrictions in the ladder.

Section 3: Fiscal Agent

The Faculty Student Association (FSA) shall serve as the independent fiscal agent of the Student Association. FSA shall issue purchase orders and make disbursements on behalf of SA. Clubs and departments must use their FSA account for all financial activities.

Article 2. Revenue

Some examples of revenue are:

- a) Non-Charitable Contributions
- b) Ticket Office Sales (event tickets, merchandise, etc)
- c) Food/Bake Sales
- d) Fundraisers through vendors (Blaze Pizza, Panera Bread, Chipotle)
- e) Working at SA events, such as concerts, elections, carnivals, etc...., This is the only exception to the non-SA money rule

Things that do not count towards revenue are co-sponsorships from coordinators, co-sponsorships from other clubs, Supplemental Funding Request allocations from the Board of Directors, money that was never deposited, etc.

The Finance Department must review all novel revenue ideas prior to their implementation.

Section 1: Sales

- a) All club sales must be done through the UB Ticket Office.
- b) Clubs are not allowed to collect cash, nor may they keep cash or any money outside of their SA Club Budget.
- c) Clubs cannot collect funds using peer to peer transactions or mobile payment services (such as Venmo, Square, Zelle, Google Pay etc.). These are required to be linked to a bank account that does not belong to the club and is considered to be an outside bank account in which would be in violation of SA and SUNY Policies.

Section 2: Fundraisers through vendors

Some vendors, such as Blaze Pizza, Panera Bread, Buffalo Wild Wings, allow clubs to participate in fundraisers where a certain percentage of the total meal purchased by individuals with the club's flyers will be donated to the club. All agreements for this type of fundraiser must follow the Contract Policy and must be submitted via the SA Website (<https://www.sa.buffalo.edu/form/contracts>) for proper review and approval.

The check from the vendor must be made payable to the "University at Buffalo Student Association Inc. and the memo on the check should reference the club's name (Example: Women's Volleyball). All checks should be mailed SA using the information below:

Attn: [Insert Club Name]
University at Buffalo Student
Association Inc. 350 Student
Union
Buffalo, NY 14260

In order to deposit the check, a flyer from your fundraiser will be required, something that is usually provided by the vendor.

Section 3: Non-charitable contributions

For an individual or vendor to give a club a non-charitable contribution they must complete and sign a non-charitable contribution agreement form. Non-charitable contributions turned into SA are not tax deductible, this is spelled out on the non-charitable contribution agreement the contributing party signs. The form can be picked up from the SA Finance Department.

Section 4: Giving a non-charitable contribution

Clubs can only donate the net-profit of revenue at an event that was approved to collect money for and advertised a non-charitable contribution including the 501(c)(3) organization that the money is being contributed to. If the net revenue is a loss, the club will be unable to donate. The club must submit a SAFE request in order to give the donation. In addition, a donation agreement to a charitable organization form must be

filled out and signed by the receiving organization for the donation to be processed.

All advertising materials must be approved by SA before the start of marketing the event. The advertising materials must specify how much and where any net-profits will be donated.

The Mandatory Student Activity Fee allocated to your club as the club's budget, Coordinator Co-Sponsorships, Co-Sponsorships from other clubs, and Supplemental Funding Requests from the Senate may not be donated under any circumstance.

If you advertise that you are raising money to donate to an approved organization and there is a net profit you must make the donation in accordance with your advertising.

Section 5: Non-charitable contribution of goods

Some vendors, organizations, and companies donate goods to SA clubs to help better the quality of the club. Examples include books, equipment, tools, materials, etc.

A donation of goods will not be considered as revenue. All donations must be tracked through and approved by SA. For the club to receive a donation of goods the non-charitable donation of goods agreement must be completed and submitted to the SA Finance Department for approval before the receipt of goods.

Article 3. Spending

Section 1: Pre-approval

In accordance with the State University of New York Fiscal and Accounting Procedure for Mandatory Student Activity Fee Programs, all transactions must have prior approval by the SA Treasurer, the SA President or Vice President, and Campus Designee before any money is spent or committed

Section 2: Unacceptable Expenditures

- a) Club budgets cannot be used to purchase or reimburse an individual for the purchase of alcohol under any circumstances. In accordance with the Alcohol Policy, clubs will be allowed to have cash bars at pre-approved events, but your club budget cannot be used for the purchase of alcohol.
- b) Clubs may not use their budgets to pay for items that will be kept by individual members, (e.g., personalized jerseys, costumes, helmets, gear, apparel, etc.).
- c) The student activity fee, and/or revenue generated there from, cannot be utilized to grant scholarships or tuition assistance.
- d) Clubs cannot purchase items exclusively for the personal use and ownership of club E-Board members.

Section 3: Club Merchandise and equipment

- a) A club may only sell merchandise for permanent personal use through a ticket sale processed by the UB Ticket Office.
- b) Club members must pay a minimum of 50% of the original cost of the merchandise.
- c) Club merchandise will require prior approval by the UB Trademark and Licensing Office if using the University marks and logos which have the ® or ™ symbols. For any questions or concerns contact the UB Trademark office at UBTrademarks@buffalo.edu.

Section 4: Hotels

- a) SA shall maintain a billing account with at least one hotel vendor for clubs to use. Clubs are highly encouraged, but are not required to use this account.
 - a. Since many hotels will not accept Purchase Orders; clubs may have to request a reimbursement if choosing to go with their own hotel.
- b) Clubs cannot use third-party rental sites such as Airbnb or Home Away under any circumstances. Reimbursements for those services will not be processed.

Article 4. Enforcement

Clubs found to be in violation of SA Policy may be subject to various penalties as enumerated in this Article. Enforcement of these penalties shall be at the SA Treasurers discretion, and may require consultation and collaboration with the office of the SA Vice President.

Section 1: Budget Freezes

The SA Treasurer and Council Coordinators may freeze club budgets at any time if the club fails to meet or fulfill requirements or violates any policy set forth by the University at Buffalo Student Association Inc., The University at Buffalo, SUNY, or New York State. The club e-board will be notified, and the budget will remain frozen until the reason for the freeze has been rectified. This may include the club being placed on probation or being considered for de-recognition.

Section 2: Fines

Section 2.01: Equipment rental fines

Any SA equipment provided by SA for club events not returned by 12pm on the due date, the club may receive a fine of \$50 each day until the equipment is returned.

If damaged/broken, clubs will be fined the cost of the equipment. For each additional occurrence of this violation, the fine may increase, up to \$150 per day.

Section 2.02: Vendor card fines

Any vendor cards not returned by 12pm on the due date, the club may receive a fine of \$25 each day until the equipment is returned. For each additional occurrence of this violation, the fine increase up to \$100 per day.

Section 2.03: Overspending of Purchase Orders

Clubs may be fined up to double the amount of the overage or \$50, whichever is higher.

Section 2.04: Miscellaneous Fines

For policy violations not covered in this Article, the SA Treasurer may impose a fine of up to \$100 per violation.

Section 3: Loss of Privilege

If a club has a history of multiple policy violations, the SA Treasurer may revoke any privilege, whether or not they are related to the violation(s) in question.

Article 5. Budgeting

Section 1: Budgetary process and timeline

The SA bylaws outline the Budgetary Process for clubs. The SA Treasurer will inform all clubs of the timeline and processes at the beginning of spring semester each year.

Section 2: Rollover

Rollover is calculated based on the prior year's track sheets. If the remaining balance is less than the total amount of revenue, then a club will receive the remaining balance. If the remaining balance is more than the total revenue, then only the total revenue amount will rollover.

A Permanent Club will receive rollover if they fundraise at least 50% of their initial budget.

A Temporary Club will receive rollover if they satisfied temporary club requirements for the preceding fall and spring semesters.

Section 3: Summer club budget access

All club budgets are frozen from the last day of classes each spring semester until the satisfactory completion of club orientation each fall semester. Each year the SA Treasurer will inform clubs of the process, timelines, and requirements for clubs to request and be granted summer budget access

Article 6: Contracts Policy

Section 1: Applicability

This Contracts Policy shall apply to University at Buffalo Student Association Inc. (sometimes hereafter referred to as "Student Association" or "SA") and all clubs recognized by SA. As used in this Contracts Policy, the term "contract" shall be interpreted to include agreements of any nature and promises of any kind (whether or not the word contract appears), including but not limited to agreements that do not involve the exchange of money.

Section 2: Signing Authority

- a) Clubs may not enter into contracts or undertake legal obligations; only SA itself may enter into contracts.
- b) No one shall have a right to execute any contract on behalf of a club or undertake any legal obligation on behalf of a club by virtue of his/her position as an officer, member, advisor or coach of such club
- c) A contract may be executed on behalf of SA only if such contract is executed by the SA Treasurer (or designee appointed by the Treasurer in writing) and either the SA President or the SA Vice President. No SA Officer shall ever be required to approve any contract, and no term of this policy shall be construed to require approval of any contract.
- d) Contracts must be reviewed by the University President's designee, when so required by applicable University policy(ies).
- e) The pre-encumbrance process must also be followed with respect to any expenditure before SA may commit to such expenditure in a contract.

Section 3: Legal Compliance

No contract entered into by SA may violate, or cause anyone to violate, any applicable federal, state or local law or regulation, State University of New York at Buffalo policy, or SA policy.

Section 4: Reasonableness

All terms of each contract must be reasonable under the circumstances.

Section 5: Standard Contract Forms

SA shall utilize, review from time to time, and modify as appropriate, standard form contracts to be used in various situations, including but not limited to the engagement of performing artists, venues and caterers. Use of SA's standard forms is strongly preferred but not required by this policy, though the SA Officers may require any such form be used as a condition of their approval of any agreement.

Section 6: Vendor-Supplied Contracts

Vendor-supplied contracts must not violate any of the rules of this policy. Further, the following rules shall apply to vendor-supplied contracts:

Section 6.01: All Essential Terms

The contract must contain all the terms that are essential components of the deal (for example, and without limitation, a full description of goods or services, price, length of performance, and dates and times for performance or delivery).

Section 6.02: Deposits

Contracts may not require SA to pay advanced deposits or (full or partial) pre-payments.

Section 6.03: Breach

Each contract entered into by SA should state that in the event the other party alleges a breach by SA, SA must be provided with written notice of the alleged breach and a reasonable opportunity to cure the alleged breach.

Section 6.04 Notice

If the contract contains a provision providing for notice, it should state that notice will be sent to the SA Office (350 Student Union) or SA Entertainment (363 Student Union). If the contract provides for email notice, the contract may allow such notice to be sent to the official UB email address of a SA Officer or member of SA's professional staff.

Section 6.05 Governing Law and Venue

Each contract entered into by SA should state that it is governed by the laws of the State of New York, and should designate that the sole and exclusive proper venue for any dispute arising out of the contract shall be located in Erie County, New York.

Section 6.06 Confidentiality Clauses

No contract may contain any confidentiality provision that would require SA to violate any law.

Section 6.07 UB is NOT a party

The contract must not state or imply that UB is a party to the contract. SA (rather than the club) should be listed as the party to the contract.

Section 6.08 No Unreasonable Limitations on Vendor's Liability

The contract must not contain unreasonable limitations on the vendor's liability for negligence, breach of contract or other wrongful act or omission.

Section 6.09 Indemnification Clauses

The contract must not contain any unreasonable indemnification clause binding upon SA. The SA Officers may require the Vendor to indemnify, hold harmless and/or defend SA, the club, the State University of New York at Buffalo, and their respective officers, directors, employees and agents.

Section 6.10 Insurance

As a condition of approval, the SA Officers may insist that the contract require the vendor to provide a certificate of insurance in a reasonable amount listing as additional insureds: SA, the State University of New York at Buffalo, and any other affiliates of either of them as the SA Officers deem reasonably appropriate under the circumstances.

Section 6.11 Term

Contracts and fiscal commitments may not be for a term longer than one (1) year, unless SA shall have the right to terminate the contract (without penalty) upon reasonable notice to the other party at any time thereafter.

Section 7: Exceptions

Subject to sections III and IV of this Contracts Policy, the SA Officers may grant exceptions to Sections 6.02, 6.03, 6.04 and 6.05 of this Contracts Policy if (1) required as a condition of a contract with a league or other recognizing body for clubs engaged in intercollegiate competitions, or (2) necessary or prudent in order to obtain goods or services at a better value (either lower price or higher quality) than would otherwise be available, after reasonable consideration of all risks. The exceptions allowed under this paragraph may be granted by the authorized SA Officers' execution of the applicable contract. The Officers shall never be required to grant an exception

Section 8: Waiver of Liability Agreements

The SA Officers may require participants in SA and club activities to sign waiver of liability agreements as a requirement of participation in such activity(ies). SA shall develop, and may modify from time to time as appropriate, standard form(s) to be used for such purpose.

Article 6: Miscellaneous Policies

1. It is against Mandatory Student Activity Fee guidelines for any Undergraduate Student Association recognized club to maintain an outside bank account, or to perform any other financial transactions outside of their established club budget.
2. All club expenditures must be pre-encumbered through SAFE and the club must have an approved PO BEFORE a purchase is made or ordered. If a club makes a purchase or order that was not pre-approved the Student Association is not responsible for the expenditure, therefore making the purchaser solely responsible for the expense.
3. Clubs requesting funds must allow at least 3-5 business days for processing before the date the PO is needed. Clubs should note that processing and the timeline of 3-5 business days do not begin until the request is entered correctly, and all necessary documentation has been submitted by the club. If the request is incomplete in any way, it will not be processed. The message feature on SAFE will be used to request additional information if any is needed from the club. SA reserves the right to extend the timeline at any time due to, but not limited to, high volume of requests being processed, or the server being down.
4. The Student Association Treasurer and Finance Department hold the right to void any request for funds or purchase order at any time.
5. If invoices, receipts, and/or any required documentation for reimbursements are not brought into the Finance Department within 30 days of the event and/or purchase, the request will be voided.
6. All clubs and departments must provide for any money received.
7. All property purchased through a club's budget is the property of the University at Buffalo Student Association Inc. The SA Treasurer will keep an inventory of all Capital Equipment items over \$1000.
8. Food may be ordered for club meetings in proportion to the members attending the meeting. An attendance record may be requested by the SA Finance Department to ensure that there is no abuse of this privilege.
9. As per SUNY Mandatory Activity Fee Guidelines, the Student Association is not allowed to fund any organization whose membership is not open to its constituency; therefore, no exclusive organization can be recognized or receive funding of any kind through the Student Association. All SA clubs must be open for full participation by all undergraduate University at Buffalo Students.
10. No money from your club's account may be used to purchase alcohol or pay

bar tabs. Openbars are not allowed at any club events. Please see the alcohol policy for more information.

11. After parties, after celebrations, or anything along those lines for any SA event will not be endorsed or supported by SA or any SA clubs. Sanctions for any club violating this rule will be significant.
12. Clubs cannot use “GoFundMe” or similar money-raising tactics (kickstarter, indiegogo, , etc....) – The Ticket Office can provide a method to collect donations online through their website.
13. Any misuse of an approved PO by purchasing items not approved for the event or exceeding your requested amount will result in penalties. SA will freeze the club’s budget until deposit(s) have been made into the club’s line to cover the charges or club provides confirmation from the vendor of the entire balance being paid.
14. The Nationals/Finals Competition budget line may be used by the Treasurer to fund any club that is eligible to compete in an event that would not be planned for in their annual budget, such as a qualified sports final.
 - a. Money from this line may be used to cover the following costs: registration/entry fees for the competition, transportation to/from the competition location, and lodging for all participating team members and auxiliaries (e.g. coaches and advisors).
15. The Treasurer may establish one SA grant program per semester for the purpose of providing funding to clubs for long-term equipment and/or novel events.
 - a. There shall be a standing Grant Approval Work Group consisting of the Treasurer, Assistant Treasurer(s), the Finance Coordinator, and the Finance Assistant.
 - b. The Work Group shall meet formally at least once per grant program to vote on the final approval of grants under the relevant program.
 - c. Upon the workgroups’ final vote on grant approvals, the Treasurer shall propose a budget adjustment to the Senate including all grants approved by the work group.
 - d. The workgroups’ decisions shall be consistent with the principles of equal opportunity and viewpoint neutrality.