

# ASUPS Financial Code

Amended February 8, 2018, by the ASUPS Senate

## Article I: Scope of Financial Code

The Financial Code of the Associated Students of the University of Puget Sound (hereby known as ASUPS) defines the procedures for ASUPS funding, general accounting procedures, and guidelines for all ASUPS. The ASUPS Financial Code contains general financial guidelines and includes definitions of relevant terms and the procedures to follow when amendments to the document are to be made.

### Section 1: Definitions

1. Supporting documentation. A detail receipt or invoice from the provider of the goods or service and supplemental information provided by the responsible ASUPS Organization that together identifies the amount, date, place, essential character, and ASUPS business purpose of the expense.
2. Disbursement. Payment of funds by cash, check, direct deposit, wire transfer, or credit card as appropriate.
3. Record keeping. List of each organization's accounts and transactions, as reflected in the university's accounting system.
4. ASUPS Organization. An entity approved and recognized by ASUPS and organized into one of five categories: club, club sports, operations, media, or programming.
5. ASUPS reserves. ASUPS has two reserves. They are the Contingency Reserve for future operating uncertainties and the Capital Expenditure Reserve for ongoing replacement of ASUPS assets.
6. ASUPS General Manager. The university's Vice-President for Finance and Administration.
7. Surplus. The fiscal year end positive budget balance remaining from all ASUPS Organizations, except those with budget balances approved under ASUPS Club Guidelines and Policies to rollover.

## Article II: Funding Process

### Section 1: Funding of ASUPS

1. Student government fees are the primary source of ASUPS funding. The amount of total levied fees available varies according to the number of ASUPS fee-paying students and the amount of the fee, which is set by the Board of Trustees.
2. ASUPS clubs (exclusive of club sports) must be allocated a minimum of 3% of the total levied fees of ASUPS.
3. ASUPS club sports must be allocated a minimum of 2% of the total levied fees of ASUPS and must not exceed 4% of the total levied fees.

4. ASUPS programming organizations must be allocated a minimum of 20% of the total levied fees of ASUPS.
  - a. 3% of the total levied fees of ASUPS must be allocated to ASUPS programming's Equity and Inclusivity budget, and must be used for programs that pursue equity and inclusivity and raise consciousness on these fronts. To access these funds, programmers must partner with another ASUPS Organization, a university department or community organization. This 3% will be a portion of the 20% minimum allocation to ASUPS programming organizations.
5. The ASUPS media organizations must be allocated a minimum of 20% of the total levied fees of ASUPS.
6. See also ASUPS initiative funding in Section 3 below.

## **Section 2: Funding of ASUPS Finance Committee, Contingency Reserve, and Capital Expenditures Reserves**

1. 7% of the anticipated total levied fees are to be allocated to the Finance Committee before the budget process begins. During the budget and appeal process should any additional funds be needed and approved for budgets, funds may be removed from the Finance Committee budget and placed into those budgets as long as at least 4% of the total levied fees remains in the Finance Committee budget to address unanticipated expenses or opportunities that arise during the course of the year.
2. Should any funds not be allocated by the ASUPS Senate during the budget process, they are to be deposited with the ASUPS Finance Committee.
3. The ASUPS Contingency Reserve shall, at the beginning of each fiscal year, have no less than 3% of the current fiscal year's budgeted total levied fees.
4. The ASUPS Capital Expenditures Reserve shall, at the beginning of each fiscal year, have no less than 10% of the current year's total levied fees and shall have sufficient funds to replace ASUPS' equipment on a prudent frequency as specified in a long-term capital plan developed and documented by ASUPS officers and reviewed periodically with the ASUPS General Manager.
5. In any given fiscal year one-quarter (twenty-five percent) of any funds within the ASUPS Capital Reserve in excess of the most conservative numbers specified in the long-term capital plan may be withdrawn and placed into ASUPS Special Projects, if approved by the ASUPS General Manager and a two-thirds majority of the ASUPS Senate. The purpose of ASUPS Special Projects is to fund one-time or pilot projects or events that do not involve a long-term funding commitment. If specifically approved by the ASUPS General Manager and a two-thirds majority vote of the ASUPS Senate, ASUPS Special Project funding from excess reserves can include transfers to University of Puget Sound endowed funds restricted for student financial aid. ASUPS Special Projects is to be overseen and administered by the ASUPS Vice President, ASUPS Director of Business Services and the ASUPS Senate Chair (ex-

officio). Disbursements from ASUPS Special Projects follow the Accounting Process described in Article III of this Financial Code.

6. At the end of each fiscal year, that year's surplus, if any, shall be apportioned as follows: First, the ASUPS Contingency Reserve and the ASUPS Capital Expenditures Reserve will be funded as outlined above in items 3 and 4 based on the balances required at the beginning of the next fiscal year. If there is any remaining surplus after this required funding, it will be allocated as follows: 75% will remain in the ASUPS Capital Expenditures Reserve, 5% will be transferred to the Race and Pedagogy Institute, 10% will be transferred into the Green Fee initiative, and 10% will be transferred into the Expressions Fund initiative.

### **Section 3: ASUPS Initiative Funding**

1. ASUPS will contribute \$1 per student government fee reserved to support the Student-to-Student Scholarship fund. This is a way for ASUPS to honor students who exemplify leadership in a multitude of on-and/or off-campus activities. No additional ASUPS funds will be used for student scholarships except as provided in Article II Section 2.5 or unless the ASUPS General Manager and a two-thirds majority vote of the ASUPS Senate specifically approve a transfer from the annual ASUPS budget to a University of Puget Sound endowed fund restricted to student financial aid.
2. ASUPS will contribute \$1 per student government fee received to student research programs managed by the Academic Dean's office. This is a way for ASUPS to express its support and underscore the importance of student research. No additional ASUPS funds will be used for student research.
3. ASUPS will contribute \$1.50 per student government fee to the Race and Pedagogy Reserve, with the expressed intent of being used to support a speaker for the Race and Pedagogy National Conference every four years.
4. The ASUPS Expressions Initiative must be allocated a minimum of 2% of the total levied fees of ASUPS.
5. The ASUPS Green Fee Initiative must be allocated a minimum of 1.5% of the total levied fees of ASUPS.

### **Section 4: Funding of ASUPS Organizations**

1. Eligible Organizations
  - a. Only approved and recognized ASUPS Organizations may request a budget allocation from ASUPS.
  - b. The ASUPS Senate may grant a temporary waiver to an organization that wishes to request funds but has not yet been approved and recognized by ASUPS. The waiver will only be valid during the ASUPS Senate budget hearings. Allocated funds cannot be released in the next fiscal year until the waived organization completes requirements for registration and has been formally recognized by a majority vote of the ASUPS Senate.

- c. No funds shall be granted for the purpose of supporting any political party or political activity (see also the [campus-wide policy on political activity](#)).
  - d. No funds shall be granted to any ASUPS Organization for the purpose of paying stipends to members receiving university credit for their involvement.
2. Submitting a Request
  - a. Receipt of funding requests from approved and recognized ASUPS Organizations will be allowed for one week.
  - b. Requests received after the designated week may be considered at the option of the Budget Committee.
3. The Budget Committee shall have the membership, powers, and responsibilities as stated in the [ASUPS By-laws](#), Article IV, Section 3.
4. Criteria for Evaluation. The Budget Committee will evaluate each budget request on the individual merits of the request. Criteria to be considered in the budget evaluation process will include the organization's:
  - a. Degree of positive promotion and reflection of the ideals, interests, and goals of the University of Puget Sound community.
  - b. Appeal to the student body through its activities and programs.
  - c. Degree of student participation in its programs per dollar spent for the program; this includes the number of students participating and the number of students served by the activity or event.
  - d. Attempt to secure funding from sources other than ASUPS.
  - e. Disclosure of non-ASUPS funding to the Budget Committee.
  - f. History of involvement on campus.
  - g. Benefits offered to the students involved.
  - h. Projected possible growth or decline.
  - i. Past record of revenues and expenditures to evaluate history of spending.
5. Budget Committee First Hearings
  - a. All ASUPS Organizations seeking funding from the Budget Committee will, at a prearranged time, meet with the Budget Committee for an initial hearing. Any other prospective organizations may also schedule a hearing.
  - b. The organization may send more than one member, but the spokesperson must be a student returning the next year who will be involved in the organization.
  - c. The Budget Committee will analyze whether all criteria have been met and may seek necessary clarification.
    - i. It is required that all organizations seeking funding from the Budget Committee turn in a re-registration form indicating future officers prior to the budget hearings.
  - d. The Chairperson of the committee will inform the representative when the first recommendations will be completed.
6. Proposed Budgets Sent Out

- a. Upon completion of all first hearings, the Budget Committee will evaluate all proposals using the criteria explained in Section 4.4. Decisions to decrease or increase the organizations' proposed budgets will be based on these evaluations.
  - b. Each organization shall receive a copy of the proposed allocation within five days of the completion of the first evaluation process.
7. Appeals to the Budget Committee
- a. Any organization not satisfied with the first decision of the ASUPS Budget Committee may, at the time of notification of initial recommendation, file an appeal.
  - b. The representative from the organization will provide additional information to the Budget Committee. The Budget Committee will then make a second recommendation taking the new information into consideration.
  - c. The Chairperson of the committee will inform the representative of the organization when the final recommendation will take place.
  - d. Based upon this new information, the Budget Committee shall re-evaluate the organization's budget and make appropriate adjustments.
8. First ASUPS Budget Presentation
- a. Senate members will be given individual copies of the proposed allocations before Senate hearings begin.
  - b. The Budget Committee will meet with members of the ASUPS Senate in closed session to discuss the proposed allocations.
  - c. The Budget Committee will disclose to the ASUPS Senate any information regarding the original requested amounts, subsequent requests, and rationale for proposed amounts.
  - d. The first hearing is to be informational only and will not involve voting on budget allocations.
9. Second ASUPS Budget Presentation
- a. Members from all organizations with proposals for funding will be contacted and required to attend. No allocation may be voted on without at least one member from the organization present. If no representative is available, the organization may request that the ASUPS Vice President accept allocation on their behalf.
  - b. Organizations with no representative present will have their allocation tabled until a representative is present at a subsequent meeting, unless they have notified the ASUPS Vice President at least 24 hours in advance to receive a pardon.
  - c. All proposed funding for conferences will not be considered during the budget process. The line items will be given a zero amount. Money for conferences must be applied for during the next school year by making proposals to the Finance Committee.
  - d. Requests for capital expenditures shall be reviewed during the spring budget process.
  - e. The ASUPS Senate, at its discretion, may change amounts recommended by the Budget Committee.

- f. Any funds not allocated by the ASUPS Senate are to be deposited to the ASUPS Finance Committee.
  - g. Any additional funds above those approved by Senate must be requested by organizations during the next fiscal year.
  - h. The Budget Hearings are considered complete when the total amount of funding sources is balanced with the total allocation made by the ASUPS Senate.
10. Final Budget Report
- a. The report must be finished before the last official day of the spring term.
  - b. The current ASUPS Vice President may request an extension of this deadline to the full Senate. A 2/3 affirmative vote will authorize the extension.

### **Section 5: Funding Through the Finance Committee**

- 1. The Finance Committee is funded within the current budget and funds are designed to meet financial needs that were unforeseen in the budgeting process of the previous fiscal year.
- 2. Procedure for allocation
  - a. Organizations shall submit a [written proposal](#) to the ASUPS Vice President prior to the next ASUPS Finance Committee meeting.
  - b. The ASUPS Vice President will present the proposal to the ASUPS Finance Committee for consideration.
  - c. If the written proposal is denied, the ASUPS Finance Committee must issue a written report to the organization as well as to the ASUPS Senate.
  - d. If approved by the ASUPS Finance Committee, the written proposal will be presented to the ASUPS Senate.
  - e. Members from all organizations with proposals for funding will be contacted and required to attend. No allocation may be voted on without at least one member from the organization present. If no representative is available, the organization may request that the ASUPS Vice President accept the allocation on their behalf.
  - f. The ASUPS Senate may approve an allocation with a majority vote.
  - g. All financial guidelines must be followed as outlined in the ASUPS Financial Code as well as any other guidelines which the ASUPS Senate deems appropriate to the individual allocation.

### **Section 6: Funding Through the Contingency Reserve Account and the Capital Expenditures Reserve Account**

- 1. Purpose
  - a. Except for balances in ASUPS Organization and initiative funds that were approved under ASUPS Club Guidelines and Policies to rollover separately, the Contingency Reserve and the Capital Expenditures Reserve represent the net of all revenues and expenses from prior fiscal years. The annual close-out of revenues, expenditures,

- and transfers to these reserve accounts (i.e., net assets) is in accordance with generally accepted accounting principles.
- b. The Contingency Reserve provides protection against unanticipated declines in revenue or increases in expenditures.
  - c. The Capital Expenditures Reserve allows for the periodic replacement of capital items in accordance with the replacement plan outlined in the ASUPS long-term capital planning document.
2. Procedure for Allocation
    - a. The Contingency Reserve may only be accessed in the event the annual ASUPS budget is overdrawn.
    - b. The Capital Expenditures Reserve may only be accessed with the approval of the ASUPS Senate as recommended by the Finance Committee or as indicated in Article II, Section 2.

## **Article III: Accounting Process**

### **Section 1: General Procedure**

1. Requesting a Disbursement
  - a. ASUPS Disbursement Request forms must be filled out in full by the organization making the request and need to be accompanied by original, supporting documentation and signed by an authorized signer as identified in Article III, Section 2.2 below.
  - b. Requests received by ASUPS Director of Business Services that do not have adequate supporting documentation or are not signed by an authorized signer as identified in Article III, Section 2.2 will be returned to the originating ASUPS Organization.
  - c. For personal reimbursements, at least ten working days are to be allowed from the date submitted to the ASUPS Director of Business Services to the date a check is issued or cash reimbursement is ready for pick up. Disbursements for payments to vendors (non-university persons) are paid according to the vendor terms.
2. Processing Disbursement Requests
  - a. The ASUPS Director of Business Services will make sure that all expenditures fall within the guidelines and budget set by the ASUPS Senate.
  - b. The ASUPS Director of Business Services will review all disbursement requests for proper funding, account numbers, and supporting documentation.
  - c. Two signatures from within ASUPS are needed to authorize any disbursement request. Authorized signatures will be those of the ASUPS executives which include the ASUPS President, the ASUPS Vice President and the ASUPS Director of Business Services. as well as the ASUPS Administrative Assistant.

- d. The original disbursement request form and original, supporting documentation shall be collected and sent to the ASUPS General Manager for final approval for amounts over \$1,000. Amounts less than or equal to \$1,000 can be authorized exclusively by ASUPS with one executive's signature and one administrative assistant's signature, or two executives' signatures.
  - e. From the ASUPS office or General Manager's office, the original form and supporting documentation shall be sent to the Office of Finance where the request will be processed.
  - f. Expense reimbursements to students of \$50 or less can be picked up in cash at the Office of Finance if requested on the [Disbursement Request form](#). All other payments will be made via check or direct deposit and will be distributed as indicated on the form. Check distribution options include U.S. mail, campus mail box, and personal pick-up at the Office of Finance.
  - g. Any cash or checks not picked up in a timely fashion will be handled in accordance with university policy and Washington State unclaimed property laws.
  - h. Stipends shall not be paid in advance and shall be processed by the Office of Finance in accordance with their published schedules, university policy, and IRS rules or other applicable regulations.
3. Deposits
- a. All deposits will be made using the appropriate [university deposit form](#).
  - b. Deposits to all ASUPS accounts, including credit card deposits, must be hand delivered to the Office of Finance within three days of receipt.
  - c. If a deposit must be mailed, special arrangements must be made with the ASUPS Director of Business Services.
  - d. Cash receipt slips are filled out entirely, specifying account name, cash amount, and reason for deposit. A calculator tape should be included to verify the total check deposit. Credit card receipts should be supported by credit card report.
  - e. All depositors shall receive a receipt.
  - f. The appropriate receipt is sent to the ASUPS Director of Business Services.
  - g. The ASUPS Director of Business Services will file the receipt in the appropriate fashion.
  - h. Deposit procedures shall be in compliance with university cash handling policies.
4. Transfers Between Account
- a. With proper approval, funds can be transferred from any ASUPS Organization to any other ASUPS Organization or university department.
  - b. Transfers are hereby known as "Transfer of Funds".
  - c. The organization may request a transfer of funds by sending an email from an authorized representative of the organization to the ASUPS Director of Business Services ([asupsdbs@pugetsound.edu](mailto:asupsdbs@pugetsound.edu)).



- d. The ASUPS Director of Business Services will approve the transfer via e-mail to Office of Finance at [finance@pugetsound.edu](mailto:finance@pugetsound.edu), with a copy to the ASUPS General Manager and either the ASUPS President or Vice President.
5. Fiscal Year Account Closing
    - a. The fiscal year period begins July 1 of one calendar year and ends June 30 the following calendar year.
    - b. Except for balances in ASUPS Organizations and initiatives that are approved under ASUPS Club Guidelines and Policies to rollover separately, any funds allocated by ASUPS to an organization that remain after the close of the fiscal year will be included in the Surplus calculation and handled as outlined in Article II, Section 2.6.
  6. Fiscal Year Opening
    - a. Following University Board of Trustee approval of the ASUPS fee for the coming year, the Office of Finance provides the ASUPS Director of Business Services with a worksheet and guidelines to compile a detailed ASUPS operating budget for the coming year. The ASUPS Director of Business Services completes and returns the ASUPS budget worksheet to the designated staff person in Office of Finance at least 5 days prior to presentation of the budget to ASUPS Senate for approval. The designated Office of Finance staff person reviews the worksheet to confirm that it is in line with this ASUPS Financial Code and other applicable policies, coordinates any necessary adjustments with the ASUPS Director of Business Services, and notifies the ASUPS General Manager, ASUPS President, ASUPS Vice President, and the ASUPS Director of Business Services when review/confirmation is complete.
    - b. Following this notification by the Office of Finance and before presentation of the budget to the ASUPS Senate for approval, the ASUPS Director of Business Services (the ASUPS President and Vice President might also choose to participate) reviews the budget with the ASUPS General Manager.
    - c. After the ASUPS General Manager and the ASUPS Senate have reviewed and approved the ASUPS budget, Office of Finance will upload the detailed ASUPS budget to the accounting system that is viewable via the Web.
    - d. The ASUPS Director of Business Services reserves the right not to process financial requests of an organization at the beginning of the fiscal year until the treasurer of that organization is adequately trained in accounting procedures.

## **Section 2: ASUPS Accounting Matters**

1. Accounting Responsibility
  - a. The ASUPS Director of Business Services is responsible for ensuring proper supporting documentation, record retention, smooth processing and routine monitoring of all ASUPS accounts as designated by the ASUPS Senate.

- b. The ASUPS Director of Business Services is responsible for ensuring that all outstanding deposits, receivables, invoices, and liabilities are reported to the Office of Finance each year end according to that office's year end schedule.
    - c. The ASUPS Vice President is ultimately responsible for oversight of all ASUPS Organizations as designated by the ASUPS Senate.
  2. Authorized Signatures/ASUPS Cash/Check Disbursement Requests
    - a. Authorized signature forms must be filed at the beginning of the fiscal year.
    - b. Only authorized individuals of organizations may request funds from the ASUPS Vice President or the ASUPS Director of Business Services using an ASUPS Cash/Check Disbursement Request form.
  3. Record Retention
    - a. The ASUPS Director of Business Services shall keep the prior fiscal year's disbursement request copies on file during the current fiscal year.
    - b. All original disbursement request supporting documentation is held by the Office of Finance in accordance with the university's retention policies and applicable laws and regulations.

## **Article IV: General Financial Policies**

### **Section 1: Signing and Use of Contracts**

1. Contracts shall be used when employing entertainment or professional services for short term programs or for student leadership stipends and must adhere to the university's contract policy as approved by the university's Board of Trustees.
2. For entertainment or professional services, programming organizations must either use a standardized contract available from the Associate Vice President for Financial Planning & Analysis, or the contract should be submitted to those with ASUPS' delegated contract authority for a contract review.
3. All non-stipend contracts must be signed by the University's Director of Student Programs or Director of Student Activities before they will be considered valid. The authority to sign contracts is determined by the university's contract policy.
4. In no event may the signing and use of contracts as specified herein be in conflict with the university's policy on contracts.

### **Section 2: Outside Accounts**

1. No ASUPS Organization shall be allowed to hold an account outside the ASUPS-university accounting system.

### **Section 3: Gambling**

1. ASUPS defines gambling as stated in Washington State Law.

2. With the exception of raffles held by an organization under approval of the ASUPS Vice President and the ASUPS General Manager or their delegate, gambling in any form by organizations will be considered a violation of the Financial Code and will be treated as such.

## **Article V: Violation of the Financial Code**

### **Section 1: ASUPS Vice President's Action**

1. Upon discovery of a Financial Code violation the ASUPS Vice President may partially freeze the funds of an organization responsible for the violation.
2. A partial freeze on an organization will be defined as disallowing access to the specific organization's funds for further expenditures.
3. The ASUPS Vice President may freeze an organization's funds for a period of twenty-four hours beginning the next business day following the discovery of the infraction.
4. The freeze will be considered valid only if the ASUPS Vice President contacts an officer within the organization whose funds are being frozen.

### **Section 2: ASUPS President's Action**

1. The ASUPS President must approve the extension of a freeze beyond the 24-hour period initiated by the ASUPS Vice President.
2. The ASUPS President may freeze funds for a period of time until the next formal meeting of the ASUPS Senate.
3. The ASUPS President may impose a complete freeze on an organization's funds if the situation is warranted.
4. A complete freeze of an organization's funds includes the elements of a partial freeze as well as suspension of any use by the organization of ASUPS or University facilities. In effect, the recognition of an organization is temporarily suspended.
5. The ASUPS President must give verbal and written communication to the organization whose funds are being frozen.

### **Section 3: ASUPS Senate Action on Frozen Status**

1. The ASUPS President and Vice President must present the information and evidence supporting the action of the freeze at the first formal ASUPS Senate meeting following the freeze.
2. The ASUPS Senate must grant the affected organization an opportunity to present its case.
3. The ASUPS Senate must approve the extension of a freeze on a weekly basis by a majority vote.
4. Following the fourth consecutive week that the ASUPS Senate approved a partial freeze, all frozen funds shall be revoked and transferred into the ASUPS Finance Committee. The organization shall still be recognized and be able to seek funding in the manner prescribed in Article II.

5. Following the fourth consecutive week that the ASUPS Senate approves a complete freeze, all funds contained in the funded account shall be revoked as well as the organization's recognition. All privileges and services accorded to a recognized organization shall be withdrawn.
6. An organization which has had its recognition revoked may submit a new request for recognition within 30 days after the previous recognition has been repealed.

#### **Section 4: Appealing ASUPS Senate Action**

1. An organization may appeal ASUPS Senate action by approaching the ASUPS Honor Court.
2. The ASUPS Honor Court may overrule the ASUPS Senate and restore full account access and/or recognized status.
3. The ASUPS Vice President must represent ASUPS in the ASUPS Honor Court proceedings.
4. An organization will be considered non-recognized while the ASUPS Honor Court is hearing the case, unless the Court grants a temporary restraining order.

### **Article VI: Amending the Financial Code**

#### **Section 1: Procedure**

1. A proposed amendment to the ASUPS Financial Code must be presented to the ASUPS Senate and then given to the ASUPS Governance Committee for evaluation. Their recommendation will be sent back to the ASUPS Senate for their approval.
2. Changes to Articles II, III, and IV of the Financial Code must be approved by the ASUPS General Manager before final Senate approval.
3. Any member of the ASUPS may offer amendments to the Financial Code.
4. An amendment must be passed by a 2/3 majority of the ASUPS Senate.