


# Fall 2023 Appropriations Overview

Hyeri Shim, *Chief Financial Officer*





# Finance Bylaws- What are they?

The SGSU Finance Bylaws are the guiding documents on how SGSU handles all matters related to finance (e.g. Appropriations).

During the past Spring Quarter (2023), SGSU amended the Finance Bylaws which are now in effect.

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# Appropriations Process

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The SGSU Appropriations Process is how SGSU funds CSI-recognized clubs and organizations in a step-by-step manner.

# Making Requests: SGSU Business Weeks

\*Time frames will now be using SGSU Business Weeks.

- “Weeks” = SGSU business weeks (when SGSU is in session)
- When counting how many weeks in advance the club should submit a request, the *week before Finals Week, Finals Week, and quarter breaks* **do NOT count**.
- Ex. For a request under \$1,000, if an event will be held one week after a break ends, the request must be made two weeks before Finals Week.

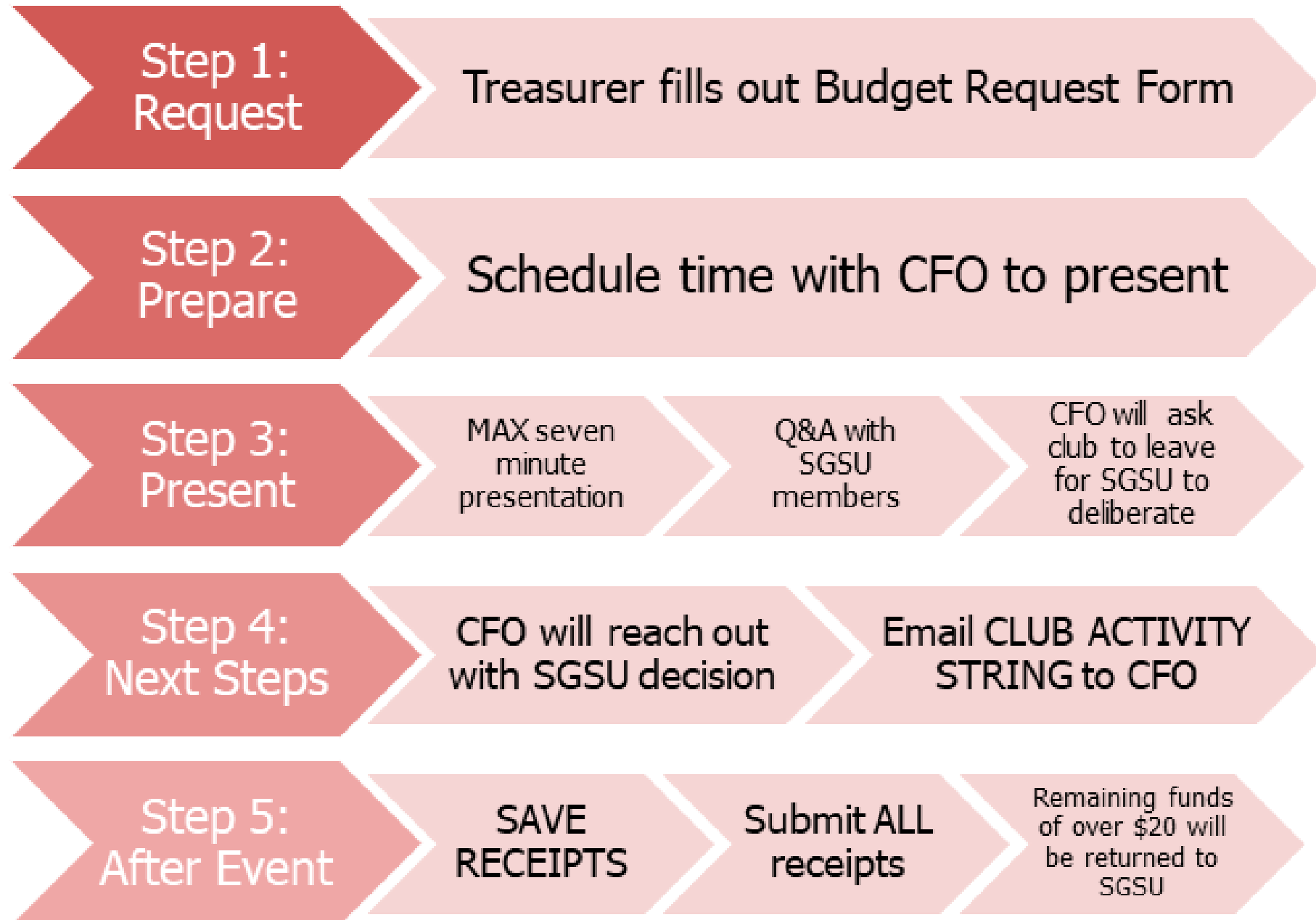
# Appropriations Application Process

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- (1) Club treasurer creates a budget request in ConnectSU
- (2) Once received, the CFO will evaluate the request and take appropriate action depending on the size of the request
- (3) The requestor will receive an email from the SGSU CFO either approving/denying a request, or inviting the club to present to either the Finance Committee or the Senate

Request Bracket	Time Required	Action Required
\$0 – under \$1,000	2 <u>SGSU Business weeks</u> in advance of event	None
\$1,000 – under \$2,000	4 <u>SGSU Business weeks</u> in advance of event	Present to Finance Committee for Approval
\$2,000 and above	6 <u>SGSU Business weeks</u> in advance of event	Present to Senate for Approval

# General Overview of Appropriations Process



# Important Policies



## *Important Policies*

- **10% deduction** or deduction of transportation costs whichever is lower if not using Seattle University vehicles.
- **10% deduction** for off-campus events that can be held on campus. If it is inevitable, then off-campus requests are permitted.
- **15% deduction** will be applied to clubs requesting under \$2,000 if no fundraising efforts have been made.
- **5% deduction** will be applied if clubs do not provide their activity string within five (5) business days of the funding approval email. \*(If specifically asked to.)
- ❖ Clubs failing to submit their event receipts to the SGSU CFO within fourteen (14) days after the event will **lose future funding eligibility from SGSU.**



# Important Policies



## *Important Policies*

- Clubs can only submit one request on ConnectSU per event.
- SGSU will not approve additional funding above the official club request.
- ❖ SGSU **does not fund more than 10%** (\$5,000 for 2023-2024) **of the Appropriations Budget to a single club or organization.**
- ❖ Clubs requesting **over \$2000: Must fund at least 50% of their event's total cost** outside of SGSU. If a club is unable to fund at least 50% of their event's total cost, SGSU may only fund up to the same amount that the club has fundraised on the day of their presentation.
- ❖ All publicity for the event or program must include "Sponsored by SGSU" and/or include the SGSU logo.





# Eligibility for Funding for Clubs/Organizations



Must be CSI-Recognized



Cannot have 50% of funding for event come from a university department



Club is not under UREC's jurisdiction



Club or organization is in good financial standing with the University (i.e. club is not in debt)



Club or organization has submitted all receipts from previous requests

# Prohibited Items- SGSU CANNOT FUND...

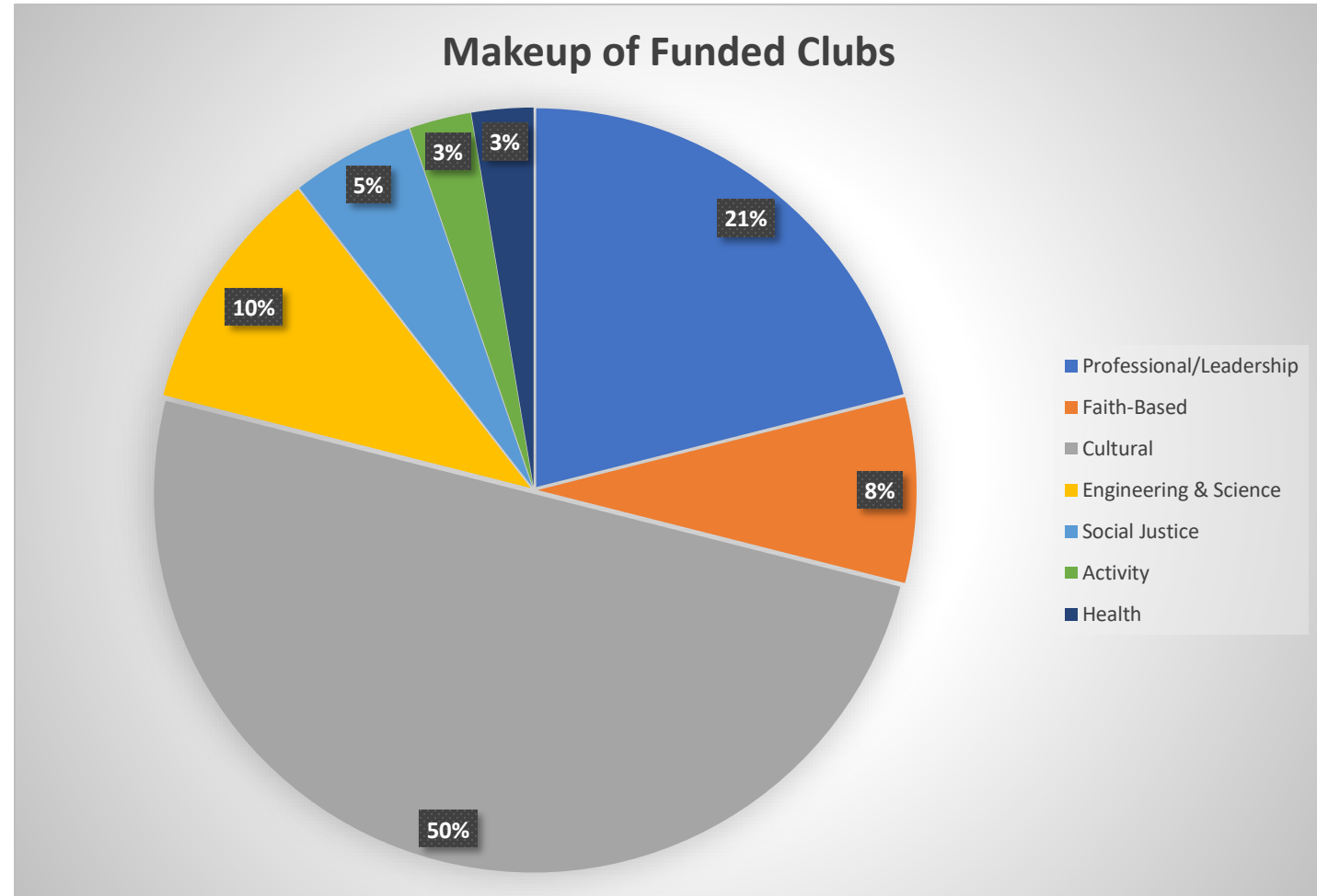
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- Events that have already taken place.
- Food and drink for general club/organization meetings.
- General club operating funds, including membership dues.
- Requests to attend an event which will financially support (directly/indirectly) a political party or candidate.
- Funding for alcohol at events.
- Airfare.
- Any form of international travel (including Airfare).
- Petty cash, incidentals, spending money, tuition payments, or personal expenses.
- Single-use printed materials (e.g. promotional materials).

# Last Year (FQ 2022-SQ 2023)

## **SUMMARY**

- We allocated approximately **\$46,000.00** to **32** different clubs & organizations
- 38 of 45 requests were funded (**84.44% of requests**)
- **42.22%** of events took place in the Spring Quarter of 2023





# Thank You for Listening!

If you have additional questions,  
you may email me at  
[SGSUCFO@seattleu.edu](mailto:SGSUCFO@seattleu.edu).