



Clarion Students' Association

Clarion University of Pennsylvania  
278 Gemmill Student Complex  
840 Wood Street  
Clarion, Pennsylvania 16214-1232  
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**Registered University Organization (RUO)  
Budget Guidelines Fiscal Year (July Thru June)**

**2021-2022**

**\*\* ALL budget request must be submitted to the CSA office, 278 Gemmill Complex, during the Spring Semester for the subsequent Fiscal Year. Effective Spring 2019 submission ALL BUDGETS MUST BE IN ELECTRONIC FORMAT.**

<b>Timetable for RUO Budget Process</b>	
<b>Mandatory CSA Budget Roundtables</b>	
03/22 thru 03/26/2021	RUO Budgets <b>EMAILED</b> TO CSA Admin Office - smachokas@clarion.edu - due by 3:00 p.m.
March 31, 2021	RUO Budgets Reviewed by CSA Appropriations Committee
04/01/ thru 04/07	Recommended Allocations Completed - CSA Appropriations Committee
April 7, 2021	<b>Final Recommendations Due - CSA Appropriations Committee</b>
April 7, 2021	CSA Board Meeting - CSA Votes
TBD	

**Need (Necessary for Operation) VS Want (Wish List, Long-Range Goals, etc.)**

All RUOs are to request only the amount that is **necessary** to accomplish their annual objectives. The CSA Appropriations Committee reserves the right to recommend to CSA an amount that is deemed appropriate in the interests of the students of Clarion University of Pennsylvania.

The CSA Appropriations Committee reserves the right to **not** consider any budget that violates any of the instructions and/or guidelines. We also reserve the right to **not** consider any request that is not fully justified and/or any request form that is incomplete. It is very important to **CITE AS MANY REASONS/EXPLANATIONS FOR JUSTIFICATION AS POSSIBLE.**

**NOTE: Effective Fall of 2012 - Supplemental Requests will be accepted to assist RUOs with funding toward decoration/construction of Floats for the Autumn Leaf Festival, with a maximum of \$300 to be awarded.**

**The following policies and funding procedures apply to the CSA funded Recognized University Organizations (RUOs):**

- A. Budgets and supplemental requests will be broken down into three (3) major categories:
  - 1 **Operating Expenses**  
Defined as any non-profit administrative costs
  - 2 **Campus Programming**  
Defined as any widely publicized event offering educational or entertainment value that is open to **ALL** Clarion University Students at no cost.
  - 3 **Travel**  
A maximum of five (5) students can be funded for any one conference. CSA will not fund for more students than necessary to participate in a recognized competition.  
A minimum ratio of three (3) people per room must be maintained unless the ratio of the gender of the members attending is different or unless pre-approved during the appropriations process.  
A maximum of \$41.76 per day per-diem (\$10.08/breakfast, \$14.40 /lunch and \$17.28/dinner) will be allotted in accordance with the times of the trip, conferences, retreat, seminars, etc.

\*\*\* CSA may reimburse up to the maximum allowance, the PASSHE Lodging and Subsistence Rates for High Cost Areas, for all groups attending conferences or events in large metropolitan areas.

- B. To ensure that funds are spent appropriately, each organization's funds will be allocated within each respective line item account mentioned above. Actual expenditures must represent the amount of the original allocation. CSA reserves the right to oversee expenditures to ensure the proper accountability of each organization and will request a minimum of one (1) expenditure report per year. Those organizations that do not use their funds as budgeted by expense category will receive a minimum 25% budget **CUT** in the following year. The severity of the misappropriation will determine the final budget cut as determined by the Appropriations Committee of the CSA.
- C. While CSA asks that RUOs request all necessary funds in their original budget, RUOs may ask for supplemental funds from Student Senate, but must justify why they did not request such funding in their initial budget. The RUO, not the member organizations, must make the request.

D. Per Act 188 of 1982 (Section 20-2010-A-6) the Student Association, in cooperation with the President of the University, is charged with the responsibility of setting, collecting and allocating Student Activity Fee monies. In accordance with PASSHE policy 1983-03-A Student Activity Fee monies shall not be used for any of the following expenditures:

**1 Partisan Political Activity**

Student Activity Fee monies shall not be used for any type of partisan political endorsement nor for the contribution to the campaign fund of any candidate for elective office. Nothing in the foregoing shall prohibit the payment of fees to political speakers.

**2 Non-campus and Nonstudent Activities**

Expenditures shall be made only for university sponsored or related activities, which involve the students, faculty, or staff of the university.

**3 Not-for Profit Organizations and Local Governmental Units**

No direct contributions may be made from student activity fees for charities, not-for-profit organizations, or local governments and their units as further defined under subsection (a). Nothing in the foregoing shall prohibit a student association or student organization from engaging in fund raising activities to benefit these entities.

- a. Up to 25% of the full price of items being purchased by said organization in order to fundraise for a charity or non-profit organization can be funded. CSA funding cannot assist in any fundraisers directly benefiting an RUO. CSA funding cannot directly be allocated to a charity or non-profit organization.

**REQUIREMENTS**

In order for any CSA funded RUO to receive a budget allocation certain requirements must be met. These include:

- 1 The money used to fund CSA funded RUOs is the result of the Student Activity fee. Therefore, all events held by the RUOs must be free and open to **all** Clarion University students unless prior approval has been granted in writing by the CSA.
- 2 Any RUO who neglects to submit a budget to the CSA Appropriations Committee on time for review that year will not be considered for funding in the initial budget process. If a legitimate reason is presented to the board, the RUO may be granted permission to seek funding from the Student Senate's Supplemental Account at the start of the new school year.

**ITEMS THE CSA WILL NOT FUND**

- 1 Banquets or Awards
  - a. Exceptions - Social Equity and the Reinhard Awards.
- 2 Salaries
  - a. Exceptions - student workers and employees of CSA
- 3 Alcohol
- 4 Food that only benefits the organization
- 5 Shirts or clothing that only benefits the individual organization member
  - Shirts or clothing that are used for promotion or anything other than individual benefit cannot exceed a total cost of
    - a. \$500 for the academic year.
    - If a reason is found to justify exceeding this limit, a supplemental request to Student Senate to review and approve
    - b. must be submitted.
- 6 Cash Awards or Gift Cards/Certificates unless prior approval has been granted in writing from the CSA Executive Director.
  - a. RUOs may not use the CSA Credit Cards to purchase gift cards/certificates unless prior written approval has been granted by the organization advisor and the CSA Executive Director.
    - i. Purchases of Gift Cards for prizes, speaker honorariums, band meal allowances or others may be purchased with the CSA Credit Card only with PRIOR approval in writing of the organization advisor and the CSA Executive Director.

7 Books

**IF AT ANY TIME ANY ORGANIZATION NEGLECTS TO FOLLOW THESE POLICIES, THE CSA APPROPRIATIONS COMMITTEE RESERVES THE RIGHT TO RESCIND ANY OR ALL FUNDING**

**CURRENT APPROPRIATIONS ALLOCATIONS FOR TRAVEL**

	<u>CSA</u>
<b>Meals:</b> Breakfast:	\$10.08
Lunch:	\$14.40
Dinner:	\$17.28
	<b>\$41.76</b>

All meal appropriations will depend on the time of the trip, conference, retreat, seminar, etc.

**Lodging:** Depends upon the hotel/motel location or convention rate.

CSA may reimburse up to the maximum allowance, the PASSHE Lodging and Subsistence Rates for High Cost Areas, for all groups attending conferences or events in large metropolitan areas.

Depends on the amount of the fee and the type of conference that the organization is attending. CSA will only fund up

**Registration Fee:** to five (5) members. CSA does not fund for Advisors.

**Transportation:** **Must** use CSA Van first if available - Check with CSA for availability.

CSA Van: 7 Passenger \$0.75 per mile

CSA Van: <sup>12</sup> Passenger \$1.00

Private Vehicle: \$0.48 per mile

Flying: Distance over 520 miles

### **Financial Affairs Policies**

The following outlines the procedures and guidelines for all CSA funded RUOs. It should be noted that any CSA funded RUO which fails to comply with the constitution of the CSA, shall forfeit its budget allocation for the remaining of the fiscal year, upon decision of the Appropriation Committee and the CSA Board.

Any questions concerning financial procedures or financial problems can be addressed to either the Chairperson of the Appropriations Committee of the CSA Board or the CSA Executive Director, 278 Gemmell Complex.

- 1 Funds for institutional dues may be approved for the organization but not for individual members of the organization.
- 2 ALL CSA funded RUOs may utilize the postage meter in the CSA Business Office for organization mailings
- 3 CSA will not assume responsibility for any commitment of expenditures made outside of the standard contracts or purchasing procedures without PRIOR approval and signature of the CSA Executive Director.
- 4 Any request for supplemental allocation must be submitted AT LEAST FOUR (4) WEEKS in advance to the CSA Appropriations Committee via email to the CSA office at [csa.clarion.edu](mailto:csa.clarion.edu). SUPPLEMENTAL ALLOCATIONS MUST BE FOR SPECIFIC PURPOSES NOT PREVIOUSLY ALLOCATED TO THE RUO. Approved forms for Supplemental Requests are available at [www.clarion.edu/csa/forms](http://www.clarion.edu/csa/forms).
- 5 All CSA funded RUOs are required to maintain an accurate record of expenditures. Upon request of the CSA, the organization must submit an expenditure report to the CSA in a timely fashion, as determined by the Appropriations Committee.
- 6 CSA funded RUOs must maintain their organization's self-supporting funds in the CSA Treasury. No organization receiving CSA (Student Activity Fee) funding may maintain funds in any off-campus depository. VIOLATION OF THIS POLICY WILL RESULT IN THE AUTOMATIC FORFEITURE OF THE ORGANIZATION'S BUDGET ALLOCATION FOR THAT FISCAL YEAR.

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The CSA Vans should be used for travel by all CSA funded RUOs if a van is available. CSA will not reimburse gas mileage if a van is not used when one is available. Maximum personal mileage reimbursement is \$.48 per mile when applicable. Any damage or traffic violations occurring while an organization is using the vehicle will be charged to the organization. Abuse of a CSA vehicle will result in the termination of that organization's privilege to use CSA vehicles.

- 8 CSA funded RUOs will not be funded for an overnight stay when distance travelled makes it possible to return to Clarion the same evening, unless specifically approved by the CSA Appropriations Committee.
- 9 Unexpended RUO allocations revert to the CSA Central Treasury at the end of the fiscal year, no exceptions.
- 10 The Executive Director of the CSA must sign all contracts and purchase orders issued for services. All contracts must be submitted for review at least four (4) weeks prior to the date of the event or service to be rendered for which funding is requested.
- 11 The RUO advisor/administrator must sign all budget requests and supplemental request for the organization.
- 12 If any RUO has questions concerning the policies of the CSA as set forth in this document, the organization is advised to consult with:

Sandra J. Machokas, Executive Director, CSA  
278 Gemmell Student Complex  
x2423  
email: [smachokas@clarion.edu](mailto:smachokas@clarion.edu)  
or  
Ryan Zavinski, Treasurer, CSA  
268 Gemmell Student Complex  
x2318  
email: [ssac@clarion.edu](mailto:ssac@clarion.edu)

## **REMINDERS**

### **BUDGET DUE DATE:**

BUDGETS ARE DUE ON A **WEDNESDAY** THIS YEAR, **March 31, 2021**

**CLARION STUDENTS' ASSOCIATION WILL NOT REIMBURSE ON AN EX-POST FACTO BASIS.**

**THE POLICIES CONTAINED IN THIS DOCUMENT ARE SUBJECT TO AN ANNUAL REVIEW AND UPDATE AS NEEDED.  
CLARION STUDENT'S ASSOCIATION RESERVES THE RIGHT TO MAKE ANY EXCEPTIONS/CHANGES TO THIS POLICY  
AS DEEMED NECESSARY.**