



Policy

UNIVERSITY POLICY SA-28.03-10/18

TO: University of West Florida Community

FROM: Dr. Martha D. Saunders, President

SUBJECT: Activity and Service Fees

Responsible Office: Vice President of Enrollment and Student Affairs

I. Purpose:

The purpose of this policy is to ensure fiscal responsibility and accountability in the allocation and expenditure of activity and service fees (“A&S Fees”) and to ensure compliance with applicable federal and state law and with all other applicable laws, regulations and policies. This policy also facilitates effective interaction between the University and Student Government in the allocation and expenditure of funds derived from A&S Fees.

II. Who Does this Govern and Who Needs to Know this Policy?

Employees and student leaders responsible for managing A&S Fees, allocations, and budgets.

III. Role of SGA and Dean of Students:

1. The student A&S Fees shall be collected as a component part of the registration and tuition fees and shall be expended for lawful purposes to benefit the entire student body in general.
2. The Student Government Association, SGA, is by Florida Statute, charged with allocating A&S Fees to benefit all students. The SGA Budget and Allocations Committee is charged with proposing the annual budget to the Student Senate for approval. Once approved by the Student Senate, the budget is approved by the Student Body President and the University President then submitted to the University Budget Office for final processing for the new fiscal year. Unexpended funds and undisbursed funds remaining at the end of a fiscal year shall be carried over and remain in the student activity and service fund and be available for allocation and expenditure during the next fiscal year.
3. The maintenance of salaries and benefits of positions funded by A&S Fees shall be continued by the SGA. No new positions shall be funded by A&S Fees except upon mutual agreement of the Student Government Association and the University President or designee.
4. The Dean of Students (or designee) is responsible for providing advice and

administrative support to the annual A&S Fees allocation process.

IV. Purchases, Expenditures, Disbursements:

1. All contracts and purchases shall be made in accordance with University regulations and policies and all appointments and payments of personnel shall be made in accordance with University personnel and payment procedures.
2. All SGA purchases, contracts, expenditures and disbursements must be reviewed and approved by the Vice President of Enrollment and Student Affairs or designee.
3. The authority and responsibility to determine the allocation and expenditure of A&S funds initially rests with the SGA, subject to the right of the University President or designee to veto any allocation or expenditure.
4. The SGA shall be prohibited from:
 - a. Negotiating contractual agreements without prior authorization.
 - b. Deviating from laws, regulations, and procedures pertaining to budgeting, allocation and/or expenditure of public funds of the State of Florida.
 - c. Hiring, supervising, or terminating SGA personnel without the approval of the Vice President for Enrollment and Student Affairs.
 - d. Making operational decisions for, or on behalf of, a University department, school or college or other unit outside of the SGA.

V. Unexpended A&S Fees:

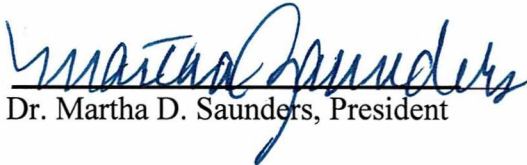
1. All funds remaining in A&S Fees-funded accounts at the end of each fiscal year shall be swept into the main A&S Fees non-recurring account except:
 - a. Any unexpended salary allocations will be transferred into the A&S Salary Reserve index.
 - b. The SGA Budget and Allocations Committee may approve carry forward for any funded department or student group upon appropriate and timely request of the department or group.

VI. Fees from off-campus Center:

1. In accordance with state statute, any A&S Fee generated by an off-campus center should be allocated a portion of the overall A&S Fee Budget commensurate with the fees collected at that center. The amount allocated to such a center should be determined by the SGA Budget and Allocations committee. Unspent funds shall be swept into A&S reserves or otherwise reallocated annually.
 2. The SGA Budget and Allocations Committee shall develop detailed procedures for the annual A&S Fees budget allocation process that ensures compliance with applicable State statutes, Board of Governors Regulations, and Board of Trustees and University Regulations and Policies. These

procedures shall be updated annually, approved by the Student Senate, and approved by the Vice President for Enrollment and Student Affairs (per authority delegated by the University Board of Trustees as required by Board of Governors Regulation 1.001 (4)(c)).

3. The SGA Budget and Allocations Committee is authorized to formally review and/or request an audit of any department or organization funded by the Activity and Service Fees.

Approved By: 
Dr. Martha D. Saunders, President

Date: Oct. 9, 2018

History

SA-13.00-06/01, adopted 06/2001; renumbered and amended as SA-28.02-02/12, adopted 02/2012;
SA-28.03-10/18 with substantial and formatting changes to SA-28.02-02/12.