FINANCIAL TRAINING
MODULE #1
OVERVIEW

Activity & Service Fee Business Office at the University of Central Florida
12715 Pegasus Drive. SU Bldg. 52. Room 215
Orlando, FL 32816
407-823-5548
All registered student organizations that are interested in receiving funding from the Student Government Association (SGA) for any of their activities must have at least two (2) authorized officers successfully complete the Financial Training offered by the A&SF Business Office. The two authorized officers must be registered as authorized officers with the Office of Student Involvement (OSI).

Funding provided by the Student Government Association does not imply or express liability. Students and registered student organizations utilizing Activity & Service Fee funds for travel are not covered by University of Central Florida insurance unless travel is for official SGA business (CRT Allocations, Senate Bills, etc. are not official SGA business).

IMPORTANT: There will be no reimbursement for items purchased prior to receiving approval from the A&SF Business Office.
There are two (2) types of funding available - Allocations (CRT & FAO) and Senate Bills.

- Conference Registration and Travel (CRT) Allocation
  - Individual – Maximum of $250.00/fiscal year
  - RSO – Maximum of $3,000.00/fiscal year

- Financial Allocations for Organizations (FAO) Allocation
  - Events & Promotional Items – Maximum of $1,000.00/semester
  - Office Supplies – Maximum of $100.00/fiscal year

- Senate Bill
CRT – This allocation is approved by the Conference Registration and Travel Committee and is for registration, lodging, and transportation expenses only. Maximum allocation for group travel is up to $3,000.00 once per fiscal year and up to $250.00 once per fiscal year for individual travel allocation.

- Once the CRT has been approved, your organization cannot receive additional funds if more students wish to attend the conference.

FAO – This allocation is approved by the Financial Allocations for Organizations Committee. It is for purchases related to a specific event, promotional items, and office supplies. Maximum allocation RSOs can receive per semester for events/promotional items is $1,000.00. Maximum allocation RSOs can receive for office supplies is $100.00 per fiscal year.
STEP-BY-STEP
CRT & FAO ALLOCATION

★ STEP 1: Register and complete A&SF Financial Training

★ STEP 2: Obtain, complete, and submit FAO or CRT Allocation Request Form to the SGA Office (SU 214)
  ▪ These forms can be found on the SGA website (http://ucfsga.com/resources/forms) or in the SGA Office.

★ STEP 3: Attend FAO or CRT Committee Meeting in SGA Office
  ▪ Bring a verification copy of your Financial Training Completion
  ▪ Traditionally, FAO meets every Wednesday at 4:30 PM and CRT meets every Monday at 4:30 PM. Check posting board outside of SGA Office for updated times.
  ▪ Come prepared to explain your funding request, and provide details.

★ STEP 4: Complete Paperwork to access funding
  ▪ Meet with A&SF Business Office Accountant.
  ▪ Complete Purchase Request Forms (PRF), Travel Request Forms (TRF) and Group Travel Roster as needed.
RSOs typically apply for funding through the Senate Bill process when trying to be approved for more than $3,000.00 of funding for a specific event and/or travel expenses.

Plan ahead if you would like to receive funding for a specific event or travel expenses through the Senate Bill process.

The Senate Bill process generally takes eight (8) – ten (10) weeks from 1st reading until final approval by the Vice President of Student Development & Enrollment Services (SDES). This does not include processing time from the A&SF Business Office.

Approval includes 50+% of Senate, Student Body President, and Vice President of SDES with no unresolved issues.
STEP 1: Register and complete A&SF Financial Training.

STEP 2: Contact SGA Senator to write up Senate Bill.
- Your senator contact information can be found on the SGA website ([http://ucfsga.com/branches/legislative/find-your-senator/](http://ucfsga.com/branches/legislative/find-your-senator/)) or you can go to the SGA Office and ask to speak with a senator.

STEP 3: Attend Committee and Senate Meetings
- You will need to attend either the FAO or CRT meeting and the several senate meetings. Consult with your senator for times and locations. This process usually takes approximately three (3) school weeks. Summer Senate meets every other week.
- Come prepared to explain your funding request, and provide details.
- Once the bill is passed, it must be signed by the Student Body President and the Vice President of Student Development and Enrollment Services (SDES). This usually takes approximately five (5) weeks.

STEP 4: Complete Paperwork to access funding.
- Complete Purchase Request Forms (PRF), Travel Request Forms (TRF) and Group Travel Roster as needed.
- Meet with A&SF Business Office Accountant.
The A&SF Budget Bill contains Provisio Language, which are general guidelines that apply to all A&SF funding.

Operating Capital Outlay (OCO) purchases made with A&SF funds that exceed $5,000 will require the written approval of the Student Body President, unless prior provisions were set by the A&SF Budget Bill. Registered Student Organizations shall not spend any allocated funds on property classified as OCO.

- UCF defines OCO as nonexpendable, tangible items with a shelf life of more than one year and that cost over $5,000, either as a single item or as a unit.

UCF Faculty, UCF Staff, and current UCF Students shall not be eligible to receive speaker and professional service honorariums without the written approval of both the Student Body President and Speaker of the Senate.
The Student Senate maintains funding policies that guide the funding decisions of the CRT & FAO committees. You should review these policies before requesting funding.

Allocated funds that are not spent by the assigned reversion date are considered a reversion. The Student Senate maintains reversion policies that hold Individuals and RSOs accountable to their funding requests. If you revert more than a certain percentage of your funding, you will be placed on fiscal probation. If this occurs, you must meet with the ORC Committee or ORC Chairman about your reversion, and the committee will determine what action to take.

These policies can be found on the CRT, FAO, and ORC committee page on the SGA website.

http://ucfsga.com/branches/legislative/committees
THINGS TO REMEMBER

- Refer to the proviso language determined by the Student Government Association (SGA) for additional information on specific prohibited expenses.

- NOTE: Expenditure of funds can only be requested and processed when an A&SF Business Office Accountant receives approved allocations and bills from either the FAO Chair, CRT Chair, or SGA Senate Secretary, depending on the type of Allocation.

- **DO NOT** purchase anything. See an accountant first. **There will be no reimbursement for an “after the fact” purchase.**

- Each student organization should update its registration information and names of newly elected/appointed officers with Office of Student Involvement (SU 208), and be in an active registered status in order to request the expenditure of funding.

- Individuals or student organizations should familiarize themselves with all Student Government Statutes and use for their reference **Title VIII: The Finance Code**, which is on the SGA & A&SF Business Office websites.

- All unused funds will be reverted back to SGA after the assigned reversion date, they can not be used after that time, and **will not roll over to the next fiscal year.**
HELPFUL LINKS

- **A&SF Business Office Website**

- **SGA Website**
  - [http://ucfsga.com/](http://ucfsga.com/)

- **Forms (PRFs, TRFs, Group Travel Roster, W-9 Form, etc) – A&SF Business Office**
  - [http://asf.sdes.ucf.edu/forms](http://asf.sdes.ucf.edu/forms)

- **Forms (FAO Allocation, CRT Allocation, ORC Promotional Approval, etc) – SGA Website**
  - [http://ucfsga.com/resources/forms](http://ucfsga.com/resources/forms)

- **Find Your Senator – SGA Website**
  - [http://ucfsga.com/branches/legislative/find-your-senator/](http://ucfsga.com/branches/legislative/find-your-senator/)

- **Staples**
  - [http://www.staples.com/](http://www.staples.com/)

- **UCF Office Plus**
  - [https://officeplus.ucf.edu/index.html](https://officeplus.ucf.edu/index.html)

- **Student Union**
  - [http://ucfsu.com/](http://ucfsu.com/)
CONTACT US…

- Physical Address: 12715 Pegasus Drive. SU Bldg. 52. Room 215. Orlando, FL 32816
- Front Desk – 407.823.5548
- Fax – 407.823.6356

- Accountants:
  - Latchmin Jaggernauth - Latchmin.Jaggernauth@ucf.edu – 407.823.5648
  - Rose Mai – Huong.Mai@ucf.edu – 407.823.2530
  - Maria Joey Modi - Maria.Modi@ucf.edu – 407.823.0452
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  - Jerry Archambault – JerryA@ucf.edu – 407.823.5783