

Manual
For the Administration of Student Activity Fee Funds
Purdue University Fort Wayne

Table of Contents

	<u>Page</u>
Section I - General Operating Policies	3
Section II - Procedure for Allocating Funds and Preparing Budgets	6
Section III - Regulations Governing the Accounting of Fee income and Expenditures	7
Section IV - Regulations Governing the Assessment and Refunding of Fees	9

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Legal Accountability

By law, all fees assessed and collected by Purdue University become public funds. The Indiana General Assembly appropriates these fees to the BOARD OF TRUSTEES for the use of the University. Student Activity Fees are a part of this appropriation. As a result, (1) the TRUSTEES are legally responsible for the manner in which the funds are spent, (2) the funds are subject to all laws and regulations which apply to public funds, and (3) the Treasurer of the University is accountable for all such funds which are subject to audit by the State Board of Accounts.


In order to discharge this responsibility, and to ensure the utilization of Student Activity Fee Funds for the purpose for which they are assessed, the University has developed the operating policies shown as Section I of this Manual.

The remaining sections of the Manual are jointly issued by the Vice Chancellor for Enrollment Management and the Student Experience, the Vice Chancellor for Financial and Administrative Affairs, and the Chancellor to implement the University's policies and to provide an operating document for Purdue University Fort Wayne students and staff.

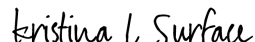
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Vice Chancellor for Enrollment Management and the Student Experience

SECTION I: GENERAL OPERATING POLICIES

- A. General Policy: Student Activity Programs are a necessary and normal aspect of the University's educational process and as such Student Activity Fee income may be used to provide financial support for University approved cultural, recreational, social and educational programs which contribute to a well-rounded student life.

Student Activity Fees assessed and collected at Purdue University Fort Wayne shall be dedicated for such use at this campus

- B. Guidelines for Expenditure of Funds: Funds may be expended for the following purposes:

1. Payment for talent, such as: lectures, concerts, theater, etc.
2. Printing and engraving.
3. Orchestras and bands.
4. Programs and Decorations.
5. Travel and transportation.

Students may request travel funding in accordance with approved University travel regulations from Student Government. Travel funding shall only be awarded on a pre-event basis, and must fall within one or more of the following categories

- a) Student Government Members attending an event consistent with the duties of Student Government or his/her position. Approved examples include, but are not limited to: National Association for Campus Activities conferences, Student Government Summits, Board of Trustees Meeting.
- b) Faculty and staff are eligible to receive travel funding if they are accompanying students or facilitating a student activity/event
- c) Travel that is part of a Student Government-Sponsored activity, open and promoted to the entire Student Body, such as Spring Break Trips and Ski Trips.
- d) Individual student and/or student organizations travel to an event at which they are clearly representing the University. Examples include, but are not limited to: Students presenting a paper at a professional conference, student organizations engaged in intercollegiate competition
All requests will be received and considered for possible funding by the appropriate Student Government officials based on the amount or level of

“University representation” offered by the proposed travel and/or the degree to which the proposed activity can be considered to be in the interests of the student body; travel where the individual traveler is the only beneficiary should not be funded. Approved funding may include additional terms or requirements (e.g. shared funding. Etc.) and will be considered nonrecurring in the sense that individual requests must be made on a per-event basis; there will not be an annual, general budget allocation.

6. Furniture and capital equipment.
7. Musical Instruments and music supplies.
8. Books and periodicals which specifically pertain to the activity or organization objectives.
9. Promotional materials and giveaways. Give-away items must be of minimal value and should not exceed \$25 in cost per item without approval by Vice Chancellor for Financial and Administrative Affairs or their designee.
10. Non-cash awards for those being recognized at a University-wide recognition program for outstanding performances or services to the campus.
11. Recreational equipment and supplies.
12. Advertising and publicity
13. Custodial and physical plant expenses.
14. Rental of facilities.
15. Office equipment rentals and purchases.
16. University-approved organization or institutional memberships (as opposed to personal memberships)
17. Meals/refreshments/beverages solely under the following provisions except those that are necessary as a result of travel.
 - a. For those being recognized by the University at a University-wide recognition activity for outstanding performance or services to the campus and for those formally participating in such a program and their invited guests.
 - b. For Student participants at University-wide recognition activities who are: (1) elected or appointed representatives of the student body or (2) students nominated for awards by University officials or (3) Students having received awards for academic or service accomplishments within the academic year in within the recognition activity is held
 - c. For student campus-wide events, activities and receptions.
 - d. For workshops and/or special training meetings of all campus representative groups with the prior approval of the Vice Chancellor of Enrollment Management and the Student Experience or their designee. Such workshops and/or special training meetings must be conducted under the direct supervision of a professional staff member of the University or by a qualified expert in the field of such work.
 - e. For currently enrolled students, faculty and staff as a part of a special event or celebration (examples include: Welcome Back Week and Student Achievement Celebration)
18. Payment for necessary staff to carry out student activities and/or government functions. Such staff must be approved by the Chancellor or their designee and must be under the supervision of an official of the University. Such positions must be

clearly defined as implementation. Only when such positions are clearly defined administering to the quality of the approved program, as opposed to mere participation in a program, should payment be allowed.

19. Uniforms and normal upkeep of uniforms for band, University hosts and hostesses, and recognized music groups.
20. Subscriptions to University-recognized student newspaper.
21. One-time start up allocation for approved and chartered student organizations which may be used during an initial period of organizational development.

C. Unallowable Expenditures: Expenditures of funds for the following purposes is expressly prohibited:

1. Honoraria to University staff or students for presenting programs for student activities or athletics.
2. Cash awards or gift certificates
3. Personal subscriptions or memberships.
4. Donations (with the exception of income derived from a fund-raising activity approved under Section 4.01 of Regulations Regarding Canvassing, Peddling, Soliciting, and Delivery of Merchandise on Campuses of Purdue University as Administered at Purdue University Fort Wayne).
5. Alcoholic Beverages
6. Contributions or expenditures in connection with any non-campus political campaign (including primaries) on behalf of any candidates for public office.

D. Local Authority:

1. Authority and responsibility for recommending to the President proposals for the allocation of Student Activity Fee income is vested with the Chancellor
2. The Vice Chancellor for Financial and Administrative Affairs or their designee is responsible for: (a) establishing annual fee income estimates, (b) recommending and establishing adequate fee income reserves, and (c) Controlling expenditures within funds available and within University fiscal policy and procedures, including those described above.

E. Presidential Authority: The President of the University is authorized to issue regulations and to establish procedures for the purpose of promulgating these policies.

SECTION II: PROCEDURES FOR ALLOCATING FUNDS AND PREPARING BUDGETS

A. Determination of Funds Available:

1. **Income Estimates and Apportionment:** Annually, the Vice Chancellor for Financial and Administrative Affairs or their designee will establish Student Activity Fee income estimates based upon official University enrollment projections for the ensuing year. The Chancellor will approve the apportionment of the Student Activity Fee income to student activity programs.
2. **Reserves:** The Vice Chancellor for Enrollment Management and the Student Experience and the Vice Chancellor for Financial and Administrative Affairs or their designees will jointly agree on the amount of the estimated income to be retained in the reserve fund and the remainder available for allocation.
3. **Timetable:** When the above estimates are available, the Vice Chancellor for Financial and Administrative Affairs or their designee will develop a timetable for the accomplishment of the various steps and actions detailed in this section. This timetable shall provide for the finalization of the budget no later than June 1 and shall be published and given wide distribution among organization officers, advisers, and others who will participate in the various steps.

B. Preparation of Preliminary Budgets:

1. **Format:** The Vice Chancellor for Enrollment Management and the Student Experience or their designee will specify the format or provide the forms to be used for the development of organization and activity preliminary budgets.
2. **Eligibility:** Only those students who have paid the Student Activity Fee and present their validated student ID are eligible to participate or have memberships in student programs and organizations which are funded from Student Activity Fees except that others may attend or participate in a specific event by the payment of an admission fee or invitation by host.
3. **Eligibility review:** As preliminary budget requests are received, Student Activity budgets will be reviewed by the Business Manager for Enrollment Management and the Student Experience, the Director of Student Leadership and SGA, and the Student Body Vice President of Finance. The purpose of the review is to identify any organizations, any activities, or any specific proposed expenditures which do not conform with the policies adopted by the BOARD OF TRUSTEES. Any questionable proposed expenditures will be forwarded to the Vice Chancellor for Financial and Administrative Affairs or their designee for an interpretation of legitimacy.

Activities and organizations eligible to receive a recurring annual allocation include but are not limited to:

- a. Tutoring Center (centralized)

- b. Graduation Celebration
 - c. Honors Program
 - d. Leadership Development Retreat/Hospitality
 - e. Welcome Back BBQ & Open House – New Student Programs
 - f. Starting, Transferring and Returning Students
 - g. Student Activities
 - h. Students with Family Dinners
 - i. Student Government
4. The Student Government shall consider the preliminary budget request from their respective organization and activity groups deemed eligible. Upon approval of the Student Activity budget by the Student Government, the preliminary budgets will be forwarded to the University Comptroller's Office for review and preparation of the final budget.
- C. Preparation of the Final Budget:
1. Total Annual Budget: The Student Body Vice President of Finance will prepare the total Student Activity budget for the required signatures. These budgets will consist of two parts:

Part I will be a summary for the Student Activity Fee allocated to student activities. This will be incorporated in the self-supporting enterprise budget summary.

Part II will be a detailed budget showing the breakdown by specified categories.

Both parts may be submitted to the appropriate fiscal officer at Purdue University – West Lafayette.
 2. Required signatures: The final budget, as submitted, will carry the signatures of the Chancellor, the Vice Chancellor for Financial and Administrative Affairs and the Vice Chancellor for Enrollment Management and the Student Experience

SECTION III: REGULATIONS GOVERNING THE ACCOUNTING OF FEE INCOME AND EXPENDITURES

- A. Accounting of Fee Income and Expenditures: All income and expenditures of Student Activity Fees shall be accounted for on the University books of account. Annual budgets recommended through University channels and approved by the BOARD OF TRUSTEES shall be established on the books of account.
- B. Budget Adjustments: After the BOARD OF TRUSTEES has approved the various annual operating budgets, adjustments may be made as follows:
 1. The Vice Chancellor for Financial and Administrative Affairs or their designee is authorized to approve interim budgetary adjustments within the total budget amounts approved by the BOARD OF TRUSTEES
 2. The Executive Vice President and Treasurer shall approve, or when necessary recommend to the BOARD OF TRUSTEES for approval, all other budgetary change upon recommendations by the Vice Chancellor for Financial and Administrative Affairs and Chancellor.

- C. Reserve Funds: The Vice Chancellor for Financial and Administrative Affairs or their designee shall maintain a reserve fund balance as previously determined by agreement with the Vice Chancellor for Enrollment Management and the Student Experience or their designee. Such reserve funds may be used for contingencies against income estimates, supplemental requests, and capital equipment purchases relating to student activities or government.

Transfers from the reserve fund must be approved by the Vice Chancellor for Financial and Administrative Affairs or their designee.

- D. Start-Up Funds:

Withdrawal of Start-Up Funds: A student organization which has received start-up funds from the University may have funds withdrawn from their account under the following conditions:

- a. After twelve months from the date of receipt of such funds, there has been no activity in the account.
- b. After two consecutive semesters, a formally recognized organization has not completed the necessary requirements to maintain an active status with the Office of Student Life.

The student organization will be notified in writing and will have two weeks to appeal the decision to the Director of Student Life. Any start-up funds withdrawn will be returned to the original source of funding.

- E. Participating Unit/Department: Each unit/department that receives a fee income allocation shall be credited the approved allocation. All income generated by those organization whose total operating budgets are reflected on the University books of account shall be credited to the appropriate account. All funds shall be expended in the same manner as the Student Activity Fee.
- F. Authorized Signatures: At the beginning of each fiscal year the Vice Chancellor for Enrollment Management and the Student Experience or their designee shall recommend individuals who will have signature authority on Student Activity accounts. Students may not be granted sole signature authority on University accounts.
- G. Interest: Any interest realized by the University from the investment of fee income balances shall be credited to the appropriate reserve account.
- H. Carry-Over of Fund Balances: The Vice Chancellor for Financial and Administrative Affairs or their designee may allow individual fund balances to be carried over at the end of a fiscal year when extenuating circumstances exist.
- I. Financial Reporting: These accounts will be reported monthly on the University accounting reports and an annual financial report will be prepared by a designee of the Vice Chancellor for Financial and Administrative Affairs.
- J. Processing Procedures: All Formal Budget approvals, subsequent budget adjustments and other Business Office Forms will be processed for the necessary approvals in accordance with normal University policies and procedures.
- K. Audits Authority: All expenditures of Student Activity Fee income are subject to audit by the University Comptroller, the University Internal Auditor, and the State Board of Accounts.

SECTION IV: REGULATIONS GOVERNING THE ASSESSMENT AND REFUNDING OF STUDENT ACTIVITY FEES

- A. Mandatory Assessment: All undergraduate and graduate students will be assessed and required to pay the Student Activity Fee.
- B. Refunds: Refunds of Student Activity fees will be done according to the approved refund schedule for the refund of course fees.

July 2022 Revisions: addition of designee for each vice chancellor, removal of non-existent programs, edit all mentions of service fee to activity fee, removal of university comptroller, edit student body vice president of finance role throughout, removal of IPFW language, and updated titles where needed