



University of Illinois at Springfield

Student Government Association Resolution 017

Establishing Auditing Procedures for SGA Fee Allocations

By: President Mehmet

WHEREAS, the University of Illinois Springfield (UIS) Student Government Association (SGA) is vested with the authority to recommend policies to benefit all members of the student body and serve as the official student voice; and,

WHEREAS, it is essential for the entities that receive fee allocation funding from SGA to be fiscally cognizant to efficiently distribute SGA appropriated funds; and,

WHEREAS, it is equally essential that SGA keep a record of any and all expenditures by entities using these funds; and,

WHEREAS, SGA has received incomplete, ambiguous, or nondescript allocation reports in the past requiring SGA to establish a formal and standardized process of requesting auditing summaries.

THEREFORE, BE IT RESOLVED, campus entities that receive SGA appropriations are to compile an annual allocation summary of all spending initiatives used with student fee money, and this summary shall be submitted at least two weeks prior to the next scheduled student fee distribution meeting.

BE IT FURTHER RESOLVED, these summaries are to be submitted to the sitting SGA Treasurer, who will communicate them to the SGA executive board prior to their deliberations on new fees and campus entity funding appropriations.

BE IT FURTHER RESOLVED, these summaries are to include how much the department was allocated, how the money was spent, how much was spent on each individual expenditure, and if there are any funds remaining.

BE IT FURTHER RESOLVED, that our preferred summary would follow the formatting of the attached Exhibit A.

BE IT FURTHER RESOLVED, departments who fail to comply with the above requirements will be ineligible for SGA appropriated funds. It should be specifically noted that the Student Organization Funding Association and the Student Activities Committee are not immune from being ineligible from funding.

BE IT FURTHER RESOLVED, departments who submit audit summaries late can only receive up to the same amount allocated the past fiscal year and will be ineligible for an increase in their allocations.

BE IT FURTHER RESOLVED, that it is the duty of the SGA Treasurer to ensure all departments are aware of this resolution and that all departments comply with the outlined requirements.

BE IT FURTHER RESOLVED, a copy of this resolution be sent to the directors or chairs of each department or entity that receive SGA fee allocations.

Secretary E. Hartney

President A. Mehmet

EXHIBIT A
RECOMMENDED ALLOCATION SUMMARY

Department Name Audit

Department Director: John Doe

Email: jdoe99@uis.edu

Phone: (217) 206-1234

Total Allocated Funds - \$5000

- I. **Event A - \$500**
 - A. Brief description of event and purpose
 - B. Breakdown of funds
 - 1. Food - \$300
 - 2. Decorations - \$100
 - 3. Prizes - \$100
- II. **T-Shirts for Students - \$800**
 - A. Brief description of expenditure's purpose
- III. **Event B - \$2000**
 - A. Brief description of event and purpose
 - B. Breakdown of funds
 - 1. Speaker Cost - \$1800
 - 2. Snacks - \$200
- IV. **Welcome Week - \$1000**
 - A. Brief description of expenditure's purpose
 - B. Breakdown of funds
 - 1. Shirts - \$500
 - 2. Handouts - \$500
 - a) Cups - \$200
 - b) Pens - \$100
 - c) Frisbees - \$200

Unused Funds - \$700