

# Manual on Financial Affairs

## *Sport Clubs*

March 2016

*This document contains only the guidelines written by the SGA  
which pertain to the funding of Sports Clubs.*

*For the general Manual of Financial Affairs which applies to  
all other SGA-recognized student groups, please refer to  
[www.umdsqfinance.weebly.com](http://www.umdsqfinance.weebly.com)*

### **Contents:**

*Student Activities Fee - 1*

*Other Funding Sources – 2*

*Line Item and Documentation Guide – 3*

*General and Nonspecific Discretionary Guidelines - 6*

### **Other Financial Affairs Resources:**

*Financial Affairs website:*

[www.umdsqfinance.weebly.com](http://www.umdsqfinance.weebly.com)

*Publications:*

*SGA Funding Guide (step-by-step process of applying for SGA funding)*

*Spending Guide (step-by-step processes of how to spend money from FRS accounts)*

## **Student Activities Fee:**

*The Student Activities Fee (SAF) is one part of the package of mandatory fees that are collected from each undergraduate student. The appropriation of the SAF is entrusted to the Student Government Association (SGA) in order to fund and support programs and initiatives that are undertaken by undergraduate students. This is accomplished by recognizing student groups whose missions are aligned with the stated goals and objectives of the SGA. The SGA seeks to support non-exclusionary programming that enhances the University of Maryland community and the overall student experience.*

*The responsibility of fairly and equitably distributing the SAF is delegated to the Committee on Financial Affairs, which implements and oversees a monthly SAF allocation process. In order to balance the total amount of requested SAF funds and the total amount of available SAF funds, the Finance Committee establishes discretionary guidelines and standards that apply generally to all allocation decisions. That is, the decision on whether or not to fund items for a requested program will never be determined based on the mission or values of the group itself. As long as the program is relatable to the SGA-recognized mission statement, the application will be reviewed along the same parameters as all other applications.*

*Both the SGA and Student Groups are responsible for the use of the SAF. These expectations are laid out in the SGA ByLaws: Article VII, Section 1:D, Section 2, and Section 4.*

## **Other Funding Sources:**

### **University offices and units:**

*Consult your advisor for the most appropriate academic department, program, or any unit that may have funding available to provide to student groups for co-sponsored programming. Each unit will have their own standards and requirements for requesting funding.*

### **SEE Review Board:**

*Co-sponsorship with the Student Entertainment Events.*

*SEE Co-Sponsorship Director*

*(301)314-8498*

*seecosponsorship@umd.edu*

[www.see.umd.edu/co-sponsorship](http://www.see.umd.edu/co-sponsorship)

### **Pepsi Enhancement Fund:**

*Through the Pepsi Enhancement Fund, \$50,000 is available each semester to student groups, departments and offices to underwrite the cost of programs that broadly affect the campus population.*

*Donna Lim*

*dylim@umd.edu.*

[www.thestamp.umd.edu/pepsi](http://www.thestamp.umd.edu/pepsi)

### **Hoff Theater Program Funding:**

*Each semester, \$20,000 will be available to enhance programming efforts in this particular venue.*

*Donna Lim*

*dylim@umd.edu.*

<https://stampunion.umd.edu/hofffunding/>

### **Cross Cultural Programming Series:**

*Intended for cross-cultural programming that fosters communication across lines of difference.*

*Sponsored by the University's Office of the VP for Student Affairs.*

*Warren Kelley*

*wkelley@umd.edu.*

## **Line Item and Documentation Guide:**

Documentation is meant to provide evidence **from the source of the product or service** that the Cost requested is the actual cost. Documentation must be one of the following (listed in order of most effective documentation):

- An Invoice/Contract/Receipt, can be a past identical or comparable event (that is clearly authored by the product/service source) (DG: 0001-09201301)
- A Screenshot of an Email/Webpage/Document/etc. from the product/service source (DG: 0001-09201301)
- A URL (the link must lead **directly** to the items requested) (DG: 0001-11201404)

While filling out a Funding Application, it is important to use this Guide.

<i>Line Item</i>	<i>Description</i>	<i>Typical Expenses and Notes</i>	<i>Minimum Requirements for Documentation</i> **Some line items require specialized information	<i>Typical reasons why funding might be denied:</i> **All reasons listed are specific to the particular line item; ANY item might not be funded due to insufficient documentation and breakdown, or any other Discretionary Guideline.
3311/3321	3311 Tournament/ Entry Fees	- Tournament Fees - Entry Fees	- Name and location of event - Breakdown for what event fee will be used (in order to demonstrate that food and lodging are not included in calculations for Total Amount Requested) - Regular Documentation requirements (DG 0001-09201301)	- Food and lodging cannot be included in the conference fee (DG 3311-00201320) - Conference fee cannot be a fundraiser for the parent organization, or for a political party/campaign (DG 3311-00201321) -Event fees capped at \$50 per quantity of anticipated attendance (DG3311-10201401)
3620	Transportation	- Vehicle Rental (Motorpool)	- Motorpool is funded at \$182.01 per weekend plus \$60.67 for each additional day - Have to go through Motorpool (Motor Transportation Services) - No documentation required	-Provider other than MTS
		-Airfare	- Regular Documentation requirements (DG 0001-09201301)	- Airfare is not capped during the request process, however it will be capped at \$300/attendee during the purchasing process
		- Bus Rental	- Buses must be rented from Shuttle UM (DOTS) (DG: 0002-00201317) - Regular Documentation requirements (DG 0001-09201301) - GoogleMap screenshot showing route and distance to be traveled (in miles) (DG 3620-00201327)	- Fuel and parking costs are not funded (DG: 0002-00201318) - Roadway tolls are not funded (DG: 3620-03201402) -Buses are capped at \$57.64 per quantity of anticipated attendance (DG0001-11201403)

3752	Contractual Services	<ul style="list-style-type: none"> <li>- Referees</li> <li>-Judges</li> <li>-EMT's</li> <li>-Personal trainers</li> <li>-Athletic trainers</li> <li>- Police services</li> </ul>	<ul style="list-style-type: none"> <li>- Name, description, and cost of service, shown in an invoice, or screenshot of email correspondence (must be exact price quote)</li> <li>- Phone number and email for service</li> <li>- The \$10 cap per Anticipated Attendance (DG 3752-00201328) for one-on-one training will be lifted only when demonstrated to benefit the entire group (DG 3752-10201302)</li> </ul>	<ul style="list-style-type: none"> <li>- Final price is still in negotiation</li> <li>- Final price is not exact</li> <li>- A student member of an organization who is providing a service that is directly related to the mission of that organization may not receive monetary compensation from the Student Activities Fee without pre-approval from the SGA Legislature (DG: 3752-02201402)</li> </ul> <p>Contractual Services are capped at \$10 per quantity of Anticipated Attendance (DG: 3752-00201328)</p>
4930	Dues & Fees (Annual)	<ul style="list-style-type: none"> <li>- Non-event based fees</li> <li>- Dues to national affiliation (for group as a whole)</li> </ul>	<ul style="list-style-type: none"> <li>- Must demonstrate that expenses for individual memberships are not funded; however if the dues are required for the team to compete as a whole then we will be able to fund those fees (DG 4930-00201329)</li> <li>- Regular Documentation requirements (DG 0001-09201301)</li> </ul>	<ul style="list-style-type: none"> <li>- Annual fees for individuals are not funded (they are only funded for groups as a whole)</li> <li>- Non-conference/event-based fees capped at \$10 per quantity of anticipated attendance (DG: 0002-00201316)</li> </ul>
3717	Equipment Rental	<ul style="list-style-type: none"> <li>- Equipment rental</li> </ul>	<ul style="list-style-type: none"> <li>- Regular Documentation requirements (DG 0001-09201301)</li> </ul>	
3716	Equipment Repair	<ul style="list-style-type: none"> <li>- Equipment repair</li> </ul>	<ul style="list-style-type: none"> <li>- Reason why repair is necessary</li> <li>- Regular Documentation requirements (DG 0001-09201301)</li> </ul>	
3952	Supplies/ Equipment	<ul style="list-style-type: none"> <li>- Event decorations</li> <li>- Sports equipment</li> </ul>	<ul style="list-style-type: none"> <li>- Regular Documentation requirements (DG 0001-09201301)</li> </ul>	<ul style="list-style-type: none"> <li>- Funding for decorations is capped at \$1 per quantity of anticipated audience. Decorations are items that do not serve practical purpose, and include but are not limited to ribbons, streamers, balloons, flowers, balloon weights, vases and flowers, etc. (DG: 3952-00201332)</li> <li>- Purchases are tax-exempt and sales tax will not be funded (DG 0002-00201311)</li> </ul>
3718	Printing and Copying	<ul style="list-style-type: none"> <li>- Flyers for Advertising</li> <li>- Pamphlets</li> <li>- Posters</li> <li>- Banners</li> <li>- All funding will be adjusted to the costs of Stamp Copy Services, UNLESS a cheaper alternative is demonstrated (alongside the cost from Copy Services) (DG: 3718-00201336)</li> </ul>	<ul style="list-style-type: none"> <li>- Printed items that will be used for Advertising will also be reviewed under 3724 Advertising standards</li> <li>- Color paper must be justified</li> <li>- Color ink must be justified (DG 3718-00201337)</li> <li>- Higher quality stock must be justified (DG 3718-00201338)</li> <li>- Regular Documentation requirements (DG 0001-09201301)</li> <li>**Most common documentation: <a href="http://www.dbs.umd.edu/copy/prices.php">http://www.dbs.umd.edu/copy/prices.php</a></li> </ul>	<ul style="list-style-type: none"> <li>- Off campus provider without justification as to why an on-campus provider is insufficient</li> </ul>

4970	<i>Space Rental</i>	<ul style="list-style-type: none"> <li>- Room rental</li> <li>- Venue rental</li> <li>-A/V equipment</li> </ul>	<ul style="list-style-type: none"> <li>- Time period of rental</li> <li>- Venue capacity (must not be more than Anticipated Attendance (DG 4970-00201340))</li> <li>- Regular Documentation requirements (DG 0001-09201301)</li> <li>- If an off-campus space, must demonstrate why on-campus space is insufficient (DG 4970-00201341)</li> </ul>	<ul style="list-style-type: none"> <li>- Off campus provider without justification as to why an on-campus provider is insufficient (DG 4970-00201341)</li> </ul>
3925	<i>Wearing Apparel</i>	<ul style="list-style-type: none"> <li>- Costumes</li> <li>- Uniforms</li> <li>-Practice jerseys</li> </ul>	<ul style="list-style-type: none"> <li>- Must demonstrate that items will not go to the material benefit of individuals; That is: Wearing Apparel items must be passed on to future years and members of the Group (DG 3925-00201344)</li> <li>- Regular Documentation requirements (DG 0001-09201301)</li> </ul>	<ul style="list-style-type: none"> <li>- Clothing will ultimately be owned by the individuals in the group (and not passed on to future members)</li> <li>- Clothing will be a giveaway</li> <li>- Purchases are tax-exempt and sales tax will not be funded (DG 0002-00201311)</li> </ul>

## **General & Non-Specific Discretionary Guidelines - Fiscal Year 2016**

*These Guidelines include the Legacy Guidelines (002013), and all FY14 guidelines as denoted by the code xxYEAR, where xx is the month (ex. September 2014 guidelines are denoted by 092014)*

<b>Description</b>	<b>Line Item</b>	<b>Code</b>	<b>Content</b>
<i>General</i>	<i>0001</i>	<i>00201301</i>	<i>Funding Applications are not reviewed unless submitted under the name of a Treasurer or President of an SGA recognized student group. The submitting officer must have been certified at a Budget Training Workshop that occurred in the current fiscal year (school year).</i>
	<i>0001</i>	<i>00201302</i>	<i>“Insufficient Breakdown”/ “Adjust to Breakdown” is when the Itemized Breakdown presented for this line item is not in keeping with the standards stated in the Manual on Financial Affairs, OR sums to a value that is unequal to the Total Amount Requested.</i>
	<i>0001</i>	<i>00201303</i>	<i>“Insufficient Documentation”/ “Adjust to Documentation” is when the Documentation presented for this line item is not in keeping with the standards stated in the Manual on Financial Affairs, OR is not reflected in the Itemized Breakdown and/or Total Amount Requested.</i>
	<i>0001</i>	<i>00201305</i>	<i>If the Committee on Financial Affairs can find a subjectively comparable product to the item requested at a lower expense, the funding will be adjusted to that amount.</i>
	<i>0001</i>	<i>00201307</i>	<i>Services that are provided for free by either the Stamp Student Union or any unit at the University of Maryland (contingent upon the fact that the services are available to all students at the university) are not funded.</i>
	<i>0001</i>	<i>09201302</i>	<i>It is up to the discretion of the Committee of Financial Affairs to correct a misclassification of a line item, so that the program can be reviewed appropriately.</i>
	<i>0001</i>	<i>11201405</i>	<i>If a program requires an admission charge, monetary or otherwise, the charge must be justified. Admission charges will only be admissible as long as the admission revenue funds elements of that specific program that SGA does not fund. Any admission revenue may not serve as fundraising for the student group.</i>
	<i>0001</i>	<i>11201301</i>	<i>Documentation must be expressed in an official operating language of the Committee on Financial Affairs.</i>

	0001	11201302	<i>English is an official operating language of the Committee on Financial Affairs.</i>
	0001	11201303	<i>Funding Applications are not reviewed for groups whose KFS accounts are currently frozen.</i>
	0001	11201304	<i>Payments that are due after a Date of Program are considered reimbursements. Reimbursements are not funded (BL: Article VII, Sec 4, Sub A:5).</i>
	0001	11201305	<i>Programs are only funded if the primary programmers are undergraduate students at the University of Maryland, College Park.</i>
	0001	03201401	<i>Information and/or documentation that was not submitted with the original Funding Application may be considered during an Appeal to the Committee on Financial Affairs IF AND ONLY IF the new information and/or documentation directly relates to a Discretionary Guideline that was enacted during the deliberation period that the Application was first under review.</i>
	0001	09201404	<i>The Finance Committee reserves the right to treat multiple applications from the same group during the same Allocation Period as a single application if the Committee determines those applications to be for the same Program.</i>
	0001	11201402	<i>Programs with an admission charge where any part of the proceeds go toward charitable organizations will not be funded if philanthropic endeavors are not paramount to the mission statement of the group.</i>
	0001	11201403	<i>Expenses for bus rental are capped at the amount paid per student for the SGA portion of the student activities fee per academic year (for the 2014-2015 school year: \$57.64) per Anticipated Attendance (expected attendance). This cap is applied for each round trip individually.</i>
	0001	03201501	<i>A specific item whose purpose is not apparently relevant to the Program Description will not be funded.</i>
	0001	11201501	<i>Any aspect of a program or application that has been previously funded will not be funded again for that same instance of the program or application.</i>
<i>Non-specific items</i>	0002	00201308	<i>Programs whose purpose and description are not apparently relevant to the SGA-recognized Mission Statement of the group are not funded.</i>



	0002	00201309	<i>Exclusionary programs are not funded. Programs are considered exclusionary if: only the target audience may attend the event, OR specified person(s) or group(s) may not attend the event.</i>
	0002	00201310	<i>Anticipated expenses that have a possibility of not being incurred are not funded.</i>
	0002	00201311	<i>Purchases are tax-exempt and sales tax will not be funded.</i>
	0002	09201403	<i>Fundraisers without other sources of funding are not funded. 'Other sources of funding' must be proven to not include any money allocated from the Student Activities Fee.</i>
	0002	00201313	<i>Free items, Giveaways, Non-uniform wearing apparel, massage services, and other products/services that are only for the material benefit of individuals are not funded.</i>
	0002	00201314	<i>Papers that are demonstrated as having an educational purpose are not considered as a Giveaway.</i>
	0002	00201315	<i>Lodging is not funded.</i>
	0002	00201316	<i>Funding for non-Conference, event-based fees is capped at \$10 per Quantity of Anticipated Audience (expected attendance).</i>
	0002	03201403	<i>Permanent or semi-permanent structures that require yearly maintenance and periodic financial support are not funded.</i>
	0002	10201501	<i>Any item(s) or service(s) of material benefit that primarily benefit non-students are not funded.</i>
	0002	10201502	<i>Groups must demonstrate secure, on-campus storage for all items purchased with the Student Activities Fee.</i>
<i>Group Help</i>	0003	09201305	<i>If a Group Help request includes an off-campus contractual agreement, it is the discretion of the Committee on Financial Affairs to determine the feasibility of processing the payment, based on the University guidelines.</i>