Budget Guidelines for GSAs 2014
GPSG Procedural Guidelines for Budgeting Process

Budgets for the upcoming school year are submitted by June 30th. Extensions can be requested via communication with the Finance Committee through the VP of Finance until July 15th. Any GSA that does not provide a valid (following these guidelines) budget will have their funding moved into supplemental funding for the year.

Budget requests that do not meet submission requirements and deadlines will not be accepted.

Budget Submission Requirements. The responsibility for preparation of your budget according to the guidelines rests with each individual organization. Budgets that fail to meet the following conditions will NOT be accepted:

1. The budget must be typed, printed and signed and accompanied by proper documentation (GSA certification/re-certification form).
2. All questions on certification form and allocations request summary must be completed and answered in detail.
3. An electronic copy of each request form in the budget MUST be sent to the VP of Finance e-mail account (finance.pittgpsg@gmail.com) prior to the deadline. It is recommended that the Administrative Assistance (pittgpsg@gmail.com) and President (president.pittgpsg@gmail.com) be cc’ed as well.
4. A hard copy of the allocations request summary and each of the requests forms (with appropriate documentation) MUST be submitted to the GPSG office prior to July 15th in 825 William Pitt Union.
5. Budget requests must comply with approved policies as stipulated in the GPSG By-Laws.
6. If a recurring event is being budgeted for, documentation of event from previous year must be provided (number of attendants, amount spent, ticket sales, any collaboration, external sources of funding).
7. Documents showing costs of items desired is recommended but not necessary.
8. A description of how an event is relevant to the organization’s mission and broader scope to the general graduate/professional student body should be included as additional documentation for each event budgeted for.

Student Life Policies for Certified Organizations

SORC Officer Certification

Business managers or officers administering the organization budget must attend a certification workshop offered by the Student Organization Resource Center (SORC). Certification is required to conduct organization business with the SORC.

Organization Private Funds

All certified student organizations that receiving activity fee funding may not have a private outside bank account for the organization. All organization funds must be held in the organization’s University account administered by the Student Organization Resource Center. The private funds are kept separate from allocated funds in the account. Expenditures are made through standard University procedures and policies. They remain in the organization’s account until expended.

Solicitation of Donations at GPSG Funded Events
Organizations may add a philanthropic dimension to a program funded by GPSG by soliciting donations at the event. All donations by attendees must be voluntary. Attendees MUST be informed in advance of the program that a donation will be solicited, the benefactor of the donation and its intended use. No admission fee will be approved to generate funds for a donation, and the collection of the donation may not be taken at the door when entering so as to avoid any inference that giving a donation is a pre-condition for admittance. The collection of voluntary donations can be taken during or after the event. No funding provided by GPSG needs to be reimbursed. Though this philanthropic dimension may be added, funding for the program itself must be judged on the merit of its primary purpose first and foremost.

Admission Fees for GPSG Funded Programs

No admission fees may be charged to generate funds for the organization sponsor or for donations for any purpose.

An admission fee may be approved for a program by GPSG only if the organization is contributing its own funds to support the program. The revenue from admission fees will be used to reimburse the organization for the amount of funds expended directly by the organization. Any amount over the organization’s contribution will be returned to the GPSG distribution account. Funds provided by University sponsors, external organizations or individuals will not be reimbursed by admission revenue. The collection of admission fees at the door must be approved by the Wm. Pitt Union Reservations Office and must comply with policy.

Arbitration of Disputes Regarding GPSG Funding Decisions

Funding decisions made by GPSG must conform to procedures and policies approved by Student Life. Student organizations may file a request for arbitration with the GPSG advisor regarding decisions made by GPSG that are alleged to be inconsistent with policy and/or procedures. The advisor will determine whether or not the request has merit and will be heard or not. If an arbitration meeting is held with representatives of the organization and GPSG, the decision of the Advisor is final and no appeal will be accepted.

The Role of the Finance Committee

In addition to the role prescribed for the committee in the following allocations process described above, the committee holds the responsibility to supervise the expenditure of funds for approved purposes according to established policies and procedures. Accordingly, all activities related to the administration of any approved budget fall under the jurisdiction of the Finance Committee.

The committee may recall or freeze the funds of an organization for violations of policy or procedure.