

FAC

FUNDS ALLOTMENT COUNCIL

FAST FACTS

Fall 2017

Table of Contents

| | |
|---|----|
| ● Basic Overview | 2 |
| ○ Constitution/bylaws/forms | 2 |
| ● General Rules for Groups | 3 |
| ● Rules for Advertising | 3 |
| ● Rules for Reimbursements | 3 |
| ○ Rules for Tax Reimbursements | 3 |
| ● Rules for Reallotment | 4 |
| ○ Reallotment example | 4 |
| ● Rules for Purchasing a Good or Service | 6 |
| ● Additional rules for ICA groups | 8 |
| ● Rules for a Food Based Event | 9 |
| ● Rules for Bringing a Contracted Speaker | 10 |

Congratulations on receiving FAC funding! Now the thing with receiving student money is that there is a lot of accountability and oversight built into the process, which means a lot of forms and rules need to be followed. It can get dizzying at times, so hopefully this sheet helps.

First of all, our FAC Constitution can be found at this link:

<http://fac.truman.edu/about/constitution/>

It contains key information regarding how we as a council operate and how funded groups need to operate as well.

Our By-laws can be found at this link:

<http://fac.truman.edu/about/by-laws/>

The by-laws contain more rules that you should be aware of. It is your group's primary responsibility to be well-versed in our rules and regulations, and we will assume that you have read, understood, and agreed to our rules.

A general list of other forms and downloads can be found at this link:

<http://fac.truman.edu/information/form-downloads/>

This page includes helpful fact sheets for both FAC¹ and ICA² groups, travel registration forms, contracts for speakers and events, and more.

With those links out of the way, let's try to begin. Below is a non-exhaustive list of general rules and guidelines that will be helpful in navigating your group through this process. Please refer to the guidelines for clarification. More information can be found with your friendly FAC liaison.

Before we start, it is good to brace yourself for a lot of acronyms. An explanation for the acronyms will be provided if possible. One *huge* acronym to remember is FRF or "Funding Request Form". This form is how your group will actually request funds that you were allotted. Without the proper use of this form, your group may not receive funding. Your FAC liaison is able to help you with any questions regarding your FRF.

¹ Groups that have received FAC funding for the purpose of providing programming or events for students on campus. Keep in mind that "FAC" will mainly be used as the acronym for "the Funds Allotment Council". If the former term is intended, the groups will be referred to as "FAC groups"

² Groups that have received FAC funding for the purpose of representing Truman State University in a contest, sport, competition, and other inter-collegiate activities (ICA)

General Rules for All Groups...

- Groups must spend at least 50% of the funds allocated to your group as per our rules.
- Groups cannot request more money for reimbursement than what was allotted on an FRF. It is a funded group's responsibility to keep track of how much was allotted to them and for which category. Failure to do so can result in sanctioning.
- Groups must adequately advertise either their event (FAC groups) or organization (ICA groups) so that all members of the student body have a chance to participate.

Question: Why do we have to advertise?

The purpose of FAC is to support programming that the entire student body could, theoretically, participate in and enjoy. We want your organization to be successful in drawing in crowds (in the case of FAC groups) or members (in the case of ICA groups). By advertising your event (FAC groups) or organization (ICA groups) the entire student body can see a way in which they could participate.

- An FRF filled out for a reimbursement must be submitted to the Council within 30 days of the initial purchase with all necessary documentation (see rules for purchasing goods below).

Question: Why the 30 day rule?

The IRS³ dictates that reimbursements to University groups must be completed within 60 days. However, FAC works with the University Business Office in order to supply funds, and it can take a while to process a purchase. Therefore, the 30 day maximum for FAC allows the Business Office 30 days to process a payment and to deliver the payment to a group before the 60 day deadline. Failure to comply with the deadline can result in zero (\$0.00) funds to your group.

- The Funds Allotment Council cannot reimburse student organizations for money spent on sales tax for a good or service. When factoring in the total cost an organization spent for a good or service on an FRF, the cost must be calculated *before* sales tax is included.
- A group is able to request a reallocation of funds from one category of funding to another with the Council. Groups are not allowed to transfer funds from one category to the other at their own discretion. Reallocations are typically made if a group finds they have a

³Internal Revenue Service, the Federal Agency responsible for tax collection and tax law enforcement for the United States

surplus in one category that they would like to spend on a different category, or if an unexpected event makes it prudent to divert money from one category to another. If a group wishes to make a reallocation, they must contact their FAC liaison and request for a reallocation of X dollars move from category A to category B and then explain why they wish to make that reallocation. The Council will then discuss and vote upon this reallocation at the next regular meeting of the Council. Both FAC and ICA groups are able to request a reallocation.

Example of a Reallocation: The College Hypotheticals are an ICA group that was allotted \$500 for lodging at a hotel and \$200 for gasoline for travel to their yearly competition in Chicago, Illinois. These numbers were originally calculated by figuring that they would need 2 hotel rooms for their 8 members for two nights, which was their top priority for funding. They were allotted the full amount for lodging. However, the group originally applied for \$400 for gasoline for travel. As is the case of many groups, however, this original amount was reduced so that FAC could fund a variety of events on a limited budget. The Collegiate Hypotheticals applied for the funding in the Spring Semester in order to compete in the Fall Semester. While planning for their competition in the Fall, the group learns that one of their Freshman member's family has a home in Chicago that they would be willing to open up to 4 of the members for the trip. The group realizes that this would eliminate the need for one of the hotel rooms, potentially saving them \$250. The group decides that 4 of their members will stay at the home while the other 4 would use the Hotel room, giving the group a surplus of \$250. However, the group would still like to use that \$250. They decide that they would like to reallocate \$200 to gas for travel and \$50 for personalized team T-shirts. They contact their FAC liaison, Jane Doe, and explain to her that why they would like to make the reallocation in the following email:

Hello Jane, this is the contact for the College Hypotheticals. I would like to ask that FAC makes a reallocation of \$250 from lodging to go to \$200 for gas and \$50 for t-shirts for our members. We originally applied for \$500 for lodging, based off of needing two rooms to house our 8 members. However, one of our new members has agreed to house four of our members at their family home in Chicago, removing the need for one of the Hotel rooms. We originally applied for \$400 for gas, but were allotted \$200. We would like to use the money that would have gone towards a hotel room to go instead to gas. Additionally, we would like to use the \$50 left over in order to provide t-shirts for our members. They have worked hard all year and we would like a personalized t-shirt to show our team unity. Thank you very much for your time, let me know if you have any questions.

The email clearly explains why the group wants the reallocation, why the reallocation is necessary, and what the new funds will go to. Jane Doe sees the email and replies with the following:

Hello, contact for College Hypotheticals, thank you for contacting me regarding this reallocation. I will bring it before the Council at our next regular meeting. However, I must inform you that we as a council are not allowed to fund personalized items or handouts for members, which means we could not fund you \$50 for personalized t-shirts. The rules regarding personalized t-shirts are different from that for required uniforms in a competition, so unless your group is required to have a non-personalized uniform for a competition, then I would suggest you revise your reallocation to spend the \$50 on a different area, perhaps for group publicity, equipment, or food for your travels.

After reading Jane Doe's response, the group decides to revise their reallocation so that they would reallocate \$200 for gas and \$50 for meals on their travels.

Jane Doe presents the motion for a reallocation at the Council's next regular meeting. Thanks to the information provided by the College Hypotheticals and their clear outlining of the need for the reallocation, the Council unanimously approves the group's reallocation. The group's allotted funds now stand at: \$250 for lodging, \$400 for gas, \$50 for food.

The Council understands that circumstances and prices are prone to change, which is why we have the reallocation process. As long as a group is able to adequately explain the purpose for the reallocation and as long as the request does not violate any of the Council's rules (as was the case for the request for a t-shirt) then, more likely than not, the Council will approve the reallocation.

If your group needs to purchase a good or service, other than food or a speaker or group that requires a contract...

First, decide how you will pay for that good or service⁴. You have a couple of options:

- Purchase the item using your own organizational money and then fill out a FRF for reimbursement from the University

OR

- Fill out an FRF requesting a University check be sent to the company directly, removing your group from having to act as a middleman (where you pay the company and the University pays you). This method is the ideal method, but not available in all cases (such as purchasing gas from a gas station).

If you opt to have your group pay directly for the good or service and apply for reimbursement, you *must* provide the following to the Council along with your FRF for reimbursement.

- Original receipts for the purchase order of the good or service
- A Bank Statement from your organization's bank showing the purchase of the good or service that was bought

Question: Why do we need a bank statement if we have original receipts?

Not that we would ever accuse your group of malicious intent or wrongdoing, but the bank statement shows a proof of purchase and transfer of funds for the receipt in question. Otherwise, it is entirely possible for an organization to purchase items, return those items and get a refund, keep the receipt, and request reimbursement using the receipt, effectively stealing money from FAC. The bank statement removes that temptation by showing an actual transfer of funds.

Question: Do we really need these forms for purchases of gas? We can't return gas that has pumped.

Yes, even for gas you will need both an original receipt and a bank statement.

If you opt for a University check to pay the company directly you will need to include with the FRF:

- A W9 tax form
- A copy of the invoice from the firm showing the purchase for the good or service
- OR a screenshot of an "online cart" or other page showing what is being purchased

Question: Why a W9?

⁴ A service can include league fees, referee fees, registration fees, hotel rooms, among other things

A W9 is an IRS issued form that shows that a company is an actual legal entity that the University is able to conduct business with.

If you purchase tangible, non-disposable goods (sports equipment, supplies, props, etc., excluding things such as paper plates, plasticware, etc.) those goods are the property of the Funds Allotment Council and must be returned to the FAC office following your group's event or at the end of the semester (in the case of ICA groups, who may purchase sporting equipment to be used throughout the year). Even if your group paid for 99% of the good and only 1% of FAC funds went to the purchase, it still must be returned to the Council.

Question: Why must my group return the items that were purchased with FAC funds?

Keep in mind that FAC dollars are *student dollars*. Since the student body contributed funds to purchase items for your group, it would be unethical to allow your group to keep and maintain full ownership of these items. Keep in mind that if you want FAC funds to cover the full, or even partial cost of an item, that item must be returned and you must notify your FAC liaison or the ICA Chairperson of the Council.

All other questions or concerns can be addressed to your organization's FAC liaison.

In addition for Regular Guidelines, ICA groups must abide by the following guidelines as well...

You will need to have all members fill out the travel registration form which can be found at this link:

http://fac.truman.edu/files/2016/09/Travel_Registration_Form.pdf

All members who will be travelling must fill this out.

All drivers must fill out this form and show a photocopy of a driver's license and proof of car insurance.

The completed forms must be turned in to your FAC liaison *at least* two weeks before your group travels.

Question: Why do we have to show proof of insurance for drivers?

The University wants to make sure that any group that is travelling to represent the University is "street legal". It is illegal to drive without insurance, so all drivers need to have it.

A travel roster with the names, student email addresses, and banner IDs of all travelling members must be given *at least* two weeks before travelling to an event.

ICA groups are not allowed to purchase personalized uniforms (ie uniforms with individual players names on them) but are able to purchase reusable (passed down from year-to-year) team uniforms that are necessary for competitions. For example, Men's Water Polo is able to purchase team swim caps because 1.) they are reusable and 2.) are a necessary requirement in order to compete.

ICA groups must provide a timeline of tournaments, events, and games as soon as possible, especially for tournaments the Council had explicitly given funding towards.

All other questions or concerns can be addressed to your organization's FAC liaison.

If your event is a food based event and is ordering a food item from...Sodexo

- Contact Lora Cunningham, General Manager of Sodexo, at lcunning@truman.edu to set up a catering menu. You will then work through the regular FRF and University forms in order to pay Sodexo for their food services.

Some other party besides Sodexo

- If your group will not be ordering catering through Sodexo, you will still need to contact Lora Cunningham, General Manager of Sodexo, at lcunning@truman.edu in order to obtain a food waiver. *This must be done at least one week in advance of the event.*

All other questions or concerns can be addressed to your organization's FAC liaison.

If you are bringing a contracted speaker or group to campus...

We would recommend a thorough review of the “Student Programmer Contract Guide” found under “Contract Information” at the following link:

<http://fac.truman.edu/information/form-downloads/>

Follow the Guide and examine all of the documents. Contracts require some work, but luckily, you will be working closely with your FAC liaison and the Program Advisor for Organizational Engagement and Leadership, currently Damon Pee, for contracting a Student Programmer to campus.

Work closely with these resources and do not be afraid to ask questions!