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Sport Clubs Financial Policy Statement

The Sport Clubs Organization's (SCO) Financial Policy is fashioned after the handbook, but strictly contains financial information. This policy outlines the fundraising requirements, the budgeting restrictions, the procedure for accessing funds, and the penalties for not following financial procedures.

All of these rules are implemented by the Sport Clubs Council (SCC), which meets on a weekly basis. There is a closed council meeting to discuss supplemental requests, policy violations, and to review the overall content of the Financial Policy. After the SCO meeting, there is an open SCC meeting to vote on all supplemental, assess penalties, and vote on any policy amendments.

Any club member who wishes to speak is able to do so at the open meeting, provided they have submitted their request beforehand. This allows every club member to have a voice and bring up issues for their peers to discuss.

Article A**Voting****Section 1**

The Sport Clubs Council (SCC) is responsible for the approval and spending of the Sport Clubs Organization's Miscellaneous account as well as allocating money given to the SCO according to Financial Policy guidelines.

Section 2**Extraneous Circumstances**

1) If the SCC cannot meet due to one of the following reasons, all financial power will be temporarily given to the Assistance Director for Competitive Sports. The decisions in each case shall not be considered a precedent but seen as an action to support the club activity.

- School is cancelled; therefore canceling the SCC meeting
- A week where there is no SCC meeting Scheduled
- When the SCC is not in session (i.e. winter and summer break)

2) Emergency fund requests will first and foremost be reviewed at the discretion of the SCC, should they be capable of fully assembling or at the very least assembling enough members of the SCC to bring the matter to a vote. In the event that this is not possible, the Emergency Fund Request will then be reviewed at the discretion of the Assistance Director for Competitive Sports, acting under the authority granted in the first point of Chapter I, Article A, Section 2 of the Financial Policy.

Article A**Classification**

- 1) The Tier System classifies clubs into 5 categories. Funding is based on the tier status of each club.
- 2) Each tier has a cap on the amount of funding available to clubs in the respective tier.
- 3) The Tier System Funding Caps are as follows:
 - a. Tier 1 = \$750 (supplemental only)
 - b. Tier 2 = \$2,499.99
 - c. Tier 3 = \$4,999.99
 - d. Tier 4 = \$9,999.99
 - e. Tier 5 = No Cap

Article B**Fundraising**

- According to the Tier System, clubs are required to fundraise a certain amount of money each semester/year.
- The fundraising scale is as follows:
 - Tier 1 = \$150 per semester
 - Tier 2 = \$250 or 10% of total budget request (whichever is greater)
 - Tier 3 = \$350 or 10% of total budget request (whichever is greater)
 - Tier 4 = Minimum 20% of budget request
 - Tier 5 = Minimum 20% of budget request

Chapter III

Funding

Article A

Restrictions

Section 1

Clause

- 1) The SCC will not fund a club for an entire event. The Club may use fundraised money to reduce the excess cost.
- 2) The SCC requires a minimum of 10 eligible for full participation to be recognized as a club and/or receive funding.
- 3) The SCC will determine club funding based on the tier system requirements. (Refer to Chapter II for details)

Section 2

Non-funded Items

1)The Sports Clubs Organizations does not fund for:

- Self Funded Items from General Account
 - Personal Items as defined by the SCC
 - Food
 - Gas (The club should base their calculations off of current gas price in the state that they are traveling to, multiplied by the number of miles traveled, divided by the standardized car rate of 20 miles for gallon. Use a website similar to "<http://autos.msn.com/partners/sponsorpage.aspx?page=gas>" to find out the price of gas in the area where you are traveling.)
 - Limited participation SCO members
 - Coaching Salaries

Article B

Acquiring Money

Section 1

New Club Funding

- New Clubs are eligible for a limited amount of funding during their first two semesters following their creation semester. See Scale Below

<u>Semester</u>	<u>Eligible Request</u>	<u>Provisions</u>
Creation	\$0.00	Any funds raised will count as 1 st semester fundraising
1 st	\$750.00	Allocated through supplemental only
2 nd	\$1,200.00	Provided 1 st semester fundraising has been met
3 rd		See Fundraising Scale Below

Section 2

Fundraising

- Refer to the Tier System Guidelines.

Section 3

Pink Slips/Forms of Payment

- 1) For all transactions, a club must complete and submit a pink slip to the voucher box 2 weeks (14 days) in advance to guarantee the availability of allocated money. If the pink slip is not filled out correctly, it will be returned to the club mailbox. (See Appendix B for blank pink slip)
- 2) A pink slip requesting allocated funds may not be submitted until the allocation for such funds has been approved by the SCC.
 - Purchases will not be made if the club does not have sufficient funds in the respective accounts.
 - In the event that you are using money allocated out of two accounts, you must fill out the account line as follows:

“Account: Equipment (amount) General (amount)”

*Note- Any funds being requested for an activity where a travel itinerary is required will not be processed until the travel itinerary has been approved.

3) Forms of payment

- Visa
 - This is the preferable form of payment.
 - The pink slip must have VISA written in the upper right hand corner.
 - Limit of \$4999.99.
 - Visa should be used for equipment, facility time, etc.
- Diner’s
 - Preferable form of payment for all hotel and “entertainment” expenses.
 - The pink slip must have DINER’s written in the upper right hand corner.
 - No Limit.
- Check
 - The pink slip must be filled out and attached to an invoice that must include vendor information so that a check can be issued **directly** to the vendor.
 - Checks are cut on Tuesday and Friday after 12:00pm and may be retrieved at the University Ticket Office located in the University Union.

- You must give a minimum of 2 week (14 days) to allow the check to be processed and cut.
 - Checks are used for entry fees, clinician fees, dues, etc.
 - If a check is issued over \$4999.99 it will not be available for six to eight weeks (42-56 days).
- Purchase Order
- This is for costs of \$5000.00 and over.
 - These can require several weeks to months, so allow for as much time as possible for the purchase order to be sent.
 - If the amount has not yet been determined but the vendor information is available, the club should turn that in as soon as possible to start the process.
- Petty Cash
- This is used when the club needs a small amount of money within a few days and will not have receipts until after the purchase is made.
 - The pink slip must be filled out with PETTY CASH written in the right hand corner.
 - Limit of \$50.00.
 - **Acceptable receipts must be returned within 5 business days once advance is processed** (Refer to *Invoices/Receipts*, Chapter VI, Article B).
 - Graduate Assistant will process request and place voucher in club box. See the Assistant Director for Competitive Sports to obtain the cash request.
- Reimbursement
- Money for reimbursement is only given for funds allocated prior to event/purchase.
 - Any reimbursement under \$50.00 will be paid in cash.
 - Any reimbursement over \$50.00 will be made a check.
 - Individual refunds for a club event/purchase must meet the following criteria:
 - Individual paid and trip was cancelled.
 - Individual has documentation of illness/injury that prevented him/her from attending/participating.
 - Individual was overcharged for club event/purchase.
 - To be refunded, an officer of the club must:
 - Write a letter explaining the circumstances and submit it to the Assistant Director. Include all relevant information.
 - Allow 2-3 weeks (14-21 days) for processing.

*Note- Reimbursements are ***not*** a guarantee.

*Note- For any payment requests of \$5000.00 or over not related to travel, please see the Graduate Assistant or Assistant Director for current University Policy.

Section 4

Other Forms of Acquiring Funds

- Supplemental Requests (See *Supplementals, Chapter V*)
- Yearly Budgets (See *Budgets, Chapter IV*)
- Incentives
 - Incentives may be rewarded for various things determined by the Sport Club Staff.
 - Examples Include:
 - Attendance Percentages and/or numbers at the SCO meetings.
 - Participation in volunteer events/activities.
 - Early Submission of Paperwork.
- Sponsorship
 - All Sponsorships must be pre-approved by the Assistance Director for Competitive Sports, especially before anything is finalized between Individual Club and the Sponsor (this includes the signing of any documentation).

Section 5

Sport Clubs Staff

- 1) Instructors/Coaches are eligible to be financially supplemented when traveling to club events.
 - A club can request up to 100% of funding for one instructor/coach per 15 students and 2 instructor/coaches for 16 or more.
 - Items can be budgeted for as follows:
 - Travel Fees
 - Spectator Fees
 - Instructor/Coach salaries are not funded by the SCO.

*Note- Instructors/Coaches cannot compete at the event

- 2) Supervisors are eligible to be financially supplemented when traveling to club events.
 - A club can request funding for one supervisor.

- Items that can be budgeted for are as follows:
 - Up to the equal percent of funding provided for an active club participant for one supervisor travel fees.
 - Up to 100% of spectator fees.

*Note- Supervisors cannot compete at the event.

- 3) Professional Campus Recreation Services Staff are eligible to be financially supplemented when traveling to club events.
 - A club can request up to 100% funding for the Professional Sport Clubs Staff to assist in University Representation.
 - Items that can be budgeted for are as follows:
 - Travel Fees
 - Spectator Fees

Section 6

Airfare

- Clubs may use approved money from travel or general accounts to purchase airfare.
- **Airfare must be requested to be paid IN FULL at the time of request.**
- **Deposits for airfare will not be processed and are not guaranteed reimbursement.**
- Under **NO** circumstance should club officers sign any contract with an airline. Should the trip fall through, that individual could be held responsible. See Assistant Director for Competitive Sports for signatures.
- **Individuals or club officer who book flights for club events WITHOUT prior approval by the Assistance Director are NOT guaranteed reimbursement.**
- **For SCC funded flights(or any portion of):**
 - **Costs of unused flights due to cancellation(s) are the responsibility of the CLUB and must be repaid to the SCC by the end of the semester in which travel occurs.**
 - **Costs associated with any change in flight itinerary including time, location or name changes are responsibility of the CLUB.**
- **For non-SCC funded flights:**
 - **Costs for unused flights due to individual cancellation(s) are the responsibility of the INDIVIDUAL.**
 - **Costs associated with any change in flight itinerary including time, location or name changes are the responsibility of the INDIVIDUAL.**
- **Purchases related to travel on Diner's Club card may be over \$5000.00.**

Article A**Criteria**

- All deposits must be a minimum of \$10.00.
- All deposits must be made submitting using a Sport Club Deposit Slip (See Appendix A).
- Deposits can only be submitted to the Graduate Assistant or the Assistant Director for Competitive Sports.
 - Upon submission, the club will receive a deposit receipt.

Article B**Types of Deposit**

All deposits must be done at the Ticket Office of Auxiliary services on the bottom floor of the University Union.

Hours: M-F 8:30am-4pm
(410) 704- 2244

Section 1**Cash**

- Coins will not be accepted for deposit.
- All cash deposits must be submitted within 5 days of receipt.

Section 2**Checks**

- All checks for deposit must be made payable to Towson University.
- The Club name should be written in the memo section of the check for identification.

*Note- Please make sure all checks are signed or they will not be accepted.

Section 3**Loans**

- Loan repayment deposits are made to the SCO Miscellaneous Account.
 - Checks are to be made payable to Towson University. For identification, the club name and “SCO loan payment” should be written in the memo of the check.

Article A**Format**

1) Budget format is located as:

- An interactive Adobe PDF form on the SCO home page
<http://www.towson.edu/campusrec/main-sportsclinic.html> .
 - Type the club request into the format and save as a new file on the club flash drive.
 - Save a copy of the club budget to the budget flash drive and e-mail the document to your club's supervisor.
- A hard copy form in the appendices of the SCO Financial Policy (See Appendix C).
 - Use the hard copy as an outline but be sure to include all required information.

2) Documentation is needed in the following accounts of the budget:

- Travel
- Supplies
- Equipment

3) On the budget form, only quote the item being requested. Proof of this quote, along with any additional quotes, should be attached to any budget and/or supplemental request on a separate sheet of paper.

- i.e. print the price sheet of the website, copy the page out of a catalog, have the company fax and invoice, etc.

4) Failure to include documentation/quotes will result in a denied request for funds.

*Note- Budgets may not be submitted if a club has a negative amount of money in its general account.

Article B**Account Breakdown**

When writing a budget and/or supplemental, all sections must include a detailed breakdown of the request funds in the following order. The account guidelines are as follows:

Section 1**Activity Account**

- Tournament, entry, event fees
- League dues, governing body membership
- Officials, judges

- Guest Speakers
 - May allocate up to \$75.00 per speaker.
 - Each speaker must sign a contract at least two weeks prior to the event (See Assistant Director for Competitive Sports).

Example:

I. Activity Account

REQUEST AMOUNT: **\$720.00**

\$720.00 Skydiving at Skydive Delmarva
 \$180 per person, asking for \$90 each for 8 people (\$90X8=\$720)

Section 2

Travel Account

This section of the budget is reserved for items such as rental vehicles, airfare, and hotel rooms.

- Rental Vehicles
 - University Vehicles
 - Cars are standardized at \$.78 per mile
 - Mini-Vans are standardized at \$.81 per mile
 - Large Vans (10 passenger) are standardized at \$1.20 per mile
 - Shuttle Buses are standardized at a four-hour minimum, costing \$25 per hour and \$.90 per mile
 - Coach Buses are standardized at a four-hour minimum, costing \$50 per hour with unlimited miles
 - Enterprise Vehicles
 - Mini-Vans are \$64.95 a day
 - Large Vans are \$89.95 a day
 - Dillon Motor Coach Company
 - See Assistant Director for Competitive Sports for updated university rate information.

*Note- Any additional fees or charges are the responsibility of the club to self-fund (i.e. Exceeding mileage on vehicles, gas, tolls, under 25 year old drivers, etc).

*Note- Gas is considered at current price in the state being traveled to, multiplied by the number of miles traveled, divided by the standardized rate of 20 mpg.

*Note- Baggage fees are not eligible to be budgeted for.

- Hotels
 - Hotels should be budgeted according to four people per room.
 - Must include proof of 3 price quotes for item requested.

Example:

II. Travel Account:

REQUEST AMOUNT: **\$3,891.55**

- \$1001.00** Best Western- Fredericksburg, VA: January 28-29
7 rooms x 2 nights @\$65.00/night x 10% tax (\$6.50)
- \$764.55** 3 Enterprise Vans to Penn State (310 miles round trip): May 4-6
3 vans x 90 miles x 2 vans=\$126.00
- \$126.00** 2 Towson Vans to Navy (90 miles round trip): April 3
\$.70 x 90 miles x 2 vans = \$126.00
(Gas: \$1.35x 90 miles/15miles per gallon x 2 vans= \$16.30)
- \$2000.00** Air Tran flights to Las Vegas from BWI: April 20-25
\$256.96 per person x 20 people= \$5,139.20

Section 3

Supplies Account

- Supplies are any item that does not last longer than one year.
- Supplies CANNOT be ordered through an online only account/company. The company must have a permanent mailing address.
- Must include proof of 3 price quotes for each item requested.

Example:

III. Supplies Account

REQUEST AMOUNT: **\$30.00**

- \$30.00** 6 rolls of colored tape for route setting from Metolious
6 rolls x \$5 per roll= \$30 (tax exempt & no shipping costs)

*Note- Shipping will not be paid for by an SCC allocation.

Section 4

Equipment Account

- Equipment is permanent club items such as backpacks, pads, balls, nets, etc.
- Equipment CANNOT be ordered through an online only company/account. The company must have a permanent mailing address.
- Must include proof of 3 price quotes for each item requested.

Example:

IV. Equipment Account

REQUEST AMOUNT: **\$319.00**

- \$319.00** 20 Field Hockey Soks from Longstreth, 1-800-545-1329
20 stick covers x \$15.95/cover-\$319.00 (No shipping & handling)

*Note- Shipping and Handling will not be paid for by an SCC allocation

Section 5

General Account

- This account can be used however the club deems appropriate within guidelines and must include proper documentation (i.e. receipt).
- Examples of expenses out of the General Account:
 - Advisor/coach gifts
 - Food for Meetings
 - Gas Expenses
 - Fundraiser item purchases
 - Miscellaneous Items
 - Subsidizing travel, equipment, club expenses, etc
 - Uniforms

Article C

Budget Request Criteria

Section 1

Budget Requests

- A hard copy of the club budget **MUST** be submitted to the SCC Business mailbox by 3:00pm on the specified date.
- For clubs that do not submit a budget, a special explanation is required as why not. (See *Penalizations*, Chapter VII, Article B for status changes)
- Budget requests will be evaluated based on the Tier System.

*Note- If a budget request is not submitted by set deadline, the budget will be withdrawn from consideration and the club will be limited to supplementals for the year.

Section 2

Budget Meeting Requirement

- All clubs **MUST** have at least three (3) club members present to defend the club budget.

Article D

Reversions

- Reversion memo is due as soon as the club determines that allocated money will not be used for its intended purpose.

Article E

Failure to Use Allocated Funds

- Clubs have the entire Academic year to use their allocated funds for the specific purpose that it was allocated for. Any club that will not be using all of their allocated money is asked to revert their money as soon as this decision is made.
- At the end of the year, any supplemental requests for funding, and subsequent allocation, will be determined by the amount of money that is reverted by all other Sport Clubs.
 - However, money is not able to be allocated by the Sport Club Council until it has been properly reverted into the Sport Club Miscellaneous Account

Article A

Criteria

A supplemental is a request for additional funds that is approved by the SCC.

- Supplementals are for **Non-budgeted Events or Items and Unforeseen or Emergency Situations**
Examples:
 - Qualifying events (nationals, regionals)
 - Changes in expected trip Costs
 - Drastic increases in event attendance
 - Changes in regulation equipment
- Supplementals can be used for one time purchase of large items that are not normally budgeted.
- All supplementals are reviewed on a case-by-case basis.
- The SCC reserves the right to amend or add clauses to supplementals as it sees fit in order to approve said supplemental.
- All submitted supplementals must be approved by a Sports Club Supervisor and submitted at least two weeks prior to needing funds.
- Supplementals may not be submitted if a club has negative money in it's general account.
- Supplementals may not be submitted if a club has not turned in a budget or a special explanation about why there is no budget.
- Supplementals are limited to \$1,200.00 per semester for each club.

Article B

Format

- All supplementals must follow the same format as a budget request (See *Budgets*, Chapter IV).
- All supplementals must be submitted in hard copy form to the SCC Business mailbox located in Burdick 150 by Thursday at 5:00pm prior to the Friday SCC meeting for approval (See *Extraneous Circumstances*, Chapter 1, Article A, Section 2).
- All supplementals must be saved to the club USB and then e-mailed to the Graduate Assistant after it has been approved by a Sport Club Supervisor.

Article C

SCC Loans

- A club may submit a supplemental request for a loan from the SCO to the SCC.
- The SCC reserves the right to set dates for loan repayment to the SCO.
 - Extension may be given by the SCC on a case-by-case basis.

- Loan repayment does not count towards current or future fundraising.
- Loan repayment deposits are made to the SCO Miscellaneous Account.
 - Checks are made payable to Towson University. However, for identification, the club name and “SCO loan payment” must be written in the memo of the check (See *Loans*, Chapter III, Section 3).

Article D

Resubmission

- If a club is denied a supplemental request, the club has the option to resubmit the same request once per semester.
- The SCC reserves the right to request a resubmission of a supplemental request as needed.
- Clubs may not supplement for an item it has already purchased or otherwise funded.
- After approval, a copy of the resubmitted supplementals should be attached to the Pink Slip when the allocation is withdrawn. Pink slips will not be accepted without an updated supplemental.

Article A

Acceptable Invoices

- An acceptable invoice is one that contains:
 - A total cost
 - A contact phone number
 - Letterhead or logo from the company or sponsoring organization
 - Where the event will be held or where purchase will be made

*Note - Invoices are only a temporary form of receipt. An acceptable receipt of payment must be submitted within five business days following the event or purchase.

***Note - Due to University policy, a purchase is not guaranteed paid in a timely fashion. Therefore, it is the responsibility of the club officer to follow up on pending purchases.**

Article B

Acceptable Receipts

- All spent money and transactions must be documented with a receipt.
- An acceptable receipt is one that contains:
 - A total cost
 - A phone number
 - A date
 - Letterhead or logo from the company or sponsoring organization
 - Where the event was held or purchase was made

*Note- all receipts are due within five business days following the transaction.

Article C

Receipt Forms

- Receipt forms for the following can be found in the “Blank Forms” binder located in Burdick hall, Room 150:
 - Tournament Fee (See Appendix E)
 - Officiating (See Appendix F)
 - Assigner Fee (See Appendix G)

***Note- If receipts are not submitted on time, club accounts will become frozen, which can lead to the entire organization’s accounts to become frozen (See *Frozen Accounts*, Chapter VII, Article D).**

Chapter VIII

Financial Penalization

Article A

SCO Meeting Attendance

At least one representative of each active club must be present at the mandatory SCO meetings. (Active clubs are those having at least 10 liabilities of eligible full participating members on file). If a club is not represented, the following penalties will be assessed:

- If a club misses four SCO meetings in one semester, it will be on “demoted status” (See below). If the 4th meeting missed is after budget allocations, the budget will be withdrawn.
- If a club misses five or more meetings, it may receive no allocations the following semester in addition to the penalties assessed for missing four meetings.
- If a club is currently inactive, it cannot be penalized for missing SCO meetings.

*Note- In the case that a Sport Club Supervisor is an active member of the club, he/she does not count as representation of that club for attendance purposes.

Article B

Budgets

- All Clubs are required to turn in a budget for each academic year.
- For clubs that do not turn in a budget, but turn in a special explanation as to why there is no budget, they will be allowed to supplement up to \$1,200.00 for each semester.
- If neither is turned in, then clubs will be put on demoted status (See below).

Article C

Demoted Status

Section 1

How to get on Demoted Status

A club will be put on demoted status for the following reasons:

- Failure to attend SCO meetings on four occasions.
- Failure to meet the minimum fundraising requirement (\$150).
- Failure to turn in a budget or special explanation.
- Misuse of financial accounts or misrepresentation of financial statements as determined by the SCC and/or Sport Club Staff. This includes club’s ownership and use of an outside bank account unmonitored by the SCO.

- Any club that misses three weekly meetings with their supervisor must go before the SCC.

Section 2

Demoted Status Consequences

- Failure to attend SCO meeting on four occasions:
 - The club may not submit a budget or loss of future budget.
 - While on demoted status, the club is only eligible for one supplemental request. They will not be allowed to request more than \$750.00; the same amount as a first semester club.
 - The club must fundraise \$150 to be removed from demoted status. (The \$150 does not count towards the current or next semester fundraising but will remain in the club's general account. Likewise, should a club be kept on demoted status for consecutive semesters, the \$150 will be kept as a "flat rate" and not rollover to other semesters. i.e.: A club will not have to pay \$300 for two semesters on demoted status.)
- Failure to meet the minimum fundraising requirement (\$150):
 - The club may not submit a budget or forfeits next budget.
 - While on demoted status, the club is only eligible for one supplemental request. The request is not a guarantee and needs to be approved by the SCC. Likewise, they will not be allowed to request more than \$750; the same amount as first semester clubs.
 - The club must fundraise \$150 to be removed from demoted status. (The \$150 does not count towards the current or next semester fundraising but will remain in the club's general account. Likewise, should a club be kept on demoted status for consecutive semesters, the \$150 will be kept as a "flat rate" and not rollover to other semesters. i.e.: A club will not have to pay \$300 for two semesters on demoted status.)
- Misuse of financial accounts or misrepresentation of financial statements as determined by the SCC and/or Sport Clubs Staff:
 - The club and/or individual(s) involved will face disciplinary action and/or financial sanctions from the SCC.
 - In the event that a club is discovered to be in possession of an outside bank account unmonitored by the SCO, the SCC will automatically assume misuse, freeze the club's SCO account, and order all club activity to cease immediately. Only with written confirmation that the unauthorized account has been closed with the club's account unfreeze and club activity resume.
 - Sanctions will be determined on a case-by-case basis.

**Under special circumstances, the SCC and/or Sport Club Staff may waive the demoted status penalty fee.

Article D

Frozen Accounts

- If receipts are not turned in within 5 business days, the club account can be frozen.
- To un-freeze the club account, outstanding receipts and/or remaining money must be submitted. Clubs who fail to do so can be sent to Office of Student Conduct and Civility Education.
- The freezing of an individual club's account may result in the freezing of the entire SCO account, preventing all clubs from using funds.

Article E

Negative Accounts

- If a club has a negative amount in their account, they cannot travel or submit a supplemental or budget until they fundraise enough money so their account is no longer in the negative.

Article F

Loans

- Clubs that have received loans cannot supplement or budget until they have paid back their loan amount.
- If the loan was given for a trip, the club may not travel after the completion of that trip until the loan is paid back through fundraising.
- If the loan was given for the use other than trips, the club may not travel until their loan is paid back through fundraising.

Article A**Suspended Clubs**

- Club accounts will be frozen for duration of the sanction period.
- If a club is suspended for the remainder of a semester, all allocated funds will automatically be reverted to the SCO Miscellaneous account.
- Suspended clubs may submit a budget request for the semester following suspension with permission from the Assistant Director for Competitive Sports.

Article B**Disbanded Clubs**

- All money in the club's general account at the time of disbandment will be reverted to the SCO Miscellaneous Account.

Appendices Table of Contents

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Blank Pink Slip.....B

Blank Budget.....C

Tournament Fee Receipt Form.....D

Officiating Receipt Form.....E

Assigner Fee Receipt Form.....F

APPENDIX A:

SGA Deposits			CASH BREAKDOWN		
Organization:		<u>Qty</u>	<u>Denomination</u>		<u>Total Amount</u>
Despositor's Name:			\$100.00	=	\$
Date:			\$50.00	=	\$
			\$20.00	=	\$
Cash Amount:	\$		\$10.00	=	\$
Check Amount:	\$		\$5.00	=	\$
Total Deposit	\$		\$1.00	=	\$
			Coins	=	\$
Signature:			Total Cash Desposit		\$
Phone #			Value of Checks	=	\$
Cashier's Name:					
Verification			Total Cash Deposit		\$

APPENDIX B:

VISA/ DINERS/ CHECK/ PETTY CASH

Towson University
Student Government Association
Room 226 University Union
410-704-2711 FAX: 410-704-2713

ADVANCE _____
RECEIPTS _____

REQUEST FOR FUNDS VOUCHER

DATE: _____

SGA Organization _____ Check # _____

Account _____ Acct # _____

Amount: _____ \$\$\$\$. _____ \$\$\$\$

Purpose: _____

Payee: _____

Special Notes: _____

Residency

Is this Artist or beneficiary of this payment a U.S. Citizen or permanent Alien? ____ Y ____ N

If no, provide Artist or beneficiary email address:

Authorized Signature: _____

E-mail/Phone #: _____

APPENDIX C:

SEMESTER: Upcoming Semester

ORGANIZATION NAME:

TOTAL REQUEST: \$

General Account: _____ # of Liabilities: _____ Date: _____

I. ACTIVITY ACCOUNT

REQUEST AMOUNT: \$

II. TRAVEL ACCOUNT

REQUEST AMOUNT: \$

III. SUPPLIES ACCOUNT

REQUEST AMOUNT: \$

IV. EQUIPMENT ACCOUNT

REQUEST AMOUNT: \$

SPECIAL EXPLANATIONS:

SUBMITTED BY:

PHONE NUMBER:

APPENDIX D:

Budget Forecast

I have received payment of _____ by the _____.

Tournament Fee:

A payment of _____ was received for a tournament held at
Albany University on April 22 – April 23 2006.

Print Name: _____ Title: _____.

Signature: _____ Date: _____.

Mailing Address: _____

_____.

Club Member Name: _____.

Club Member Signature: _____.

Appendix E:

Officiating:

On _____ I officiated _____ game(s) at _____ for
(Date) (#) (Location)
_____ each.
(Amount)

Print Name: _____ . Title: _____ .

Signature: _____ . Date: _____ .

Mailing Address: _____ .

_____ .

Club Member Name: _____ .

Club Member Signature: _____ .

APPENDIX F:

Assignment Fee Receipt

I have received a payment of _____ for my service
(amount)
as an Official's Assigner for the Towson University
_____ during _____.
(club name) (time period)

Print Name: _____

SS#: _____

Signature: _____

Date: _____

Company: _____

Address: _____

Club Member Name: _____

Date: _____

Club Member Signature: _____