

# SAF Fiscal Policies and Procedures

Last Amended: 9/16/2025

## Article I. Definitions

### Section 1: Acronyms

- a. **WSUSS**: Winona State University Student Senate
- b. **SAFC**: Student Activity Fee Committee
- c. **SFMC**: Student Fee Management Committee
- d. **SAF**: Student Activity Fee
- e. **ASO**: Alliance of Student Organizations
- f. **WSU**: Winona State University
- g. **RSO**: Registered Student Organization
- h. **FRR**: Funding Request Report
- i. **MinnState**: Minnesota State Colleges and Universities

## Article II. Establishment

### Section 1: Purpose of the SAFC

- a. To fulfill the responsibilities provided in **M.S. 165.01 Subd. 5**.
- b. To provide responsible student control of the SAF that is responsive to changing student needs yet maintains a long term perspective and commitment to encouraging the fiscal well being of SAF funded activities.
- c. To provide accountability for the policy development and allocation of the SAF.

### Section 2: SAFC Responsibilities/Requirements

- a. SAFC shall oversee the following:
  - 1. RSO Budgets
  - 2. Expenditures of the SAF
  - 3. RSO budget grievances
  - 4. Petitions from organizations for changes in policy or budgets
- b. The Student Senate Treasurer, Working Documents Committee, and SAFC are responsible for reviewing SAF Fiscal Policies and Procedures and making recommendations for changes to the WSUSS annually.
- c. SAFC shall allocate funds to RSOs that are ***not allocated fixed budgets***.
- d. SAFC reserves the right to recommend RSOs to Judicial Committee for topics including but not limited to policy violations, clubs serving the same interest, and financial discrepancies.

### Section 3: SAFC Meeting Requirements

- a. SAFC shall meet no less than once every two academic weeks during the academic year.
- b. Committee meetings shall be run in accordance with Robert's Rules of Order Newly Revised unless otherwise stated by the chairperson.

## **Article III. Funding Requests**

### **Section 1: Procedure for Obtaining Funding Requests**

- a. RSOs are allowed to request funding at any time as long as it complies with the SAF Fiscal Policies and Procedures document.
- b. RSOs that are affiliated with and funded through Sports Club Council shall be ineligible to receive funds through the online funding request process and SAFC. 1. In the event of these RSOs leaving Sports Club Council, they will remain ineligible to receive funds through the committee until their money from Sports Club Council is returned to Sports Club Council.
- c. RSO must complete an online funding request via the standard budget template provided on the WSUSS Website.
- d. All funding requests are subject to SAFC approval.
- e. SAFC will review completed Funding Requests and make recommendations to WSUSS.
  - 1. Any RSO request, within the allotted yearly amount, from the SAF must first be brought first to SAFC.

### **Section 2: RSO Requirements for Funding**

- a. Before requesting any funding, the RSO must be an active, recognized group of WSUSS.
- b. An eligible representative from each RSO shall have read over the SAFC rules and Business Office procedures.
- c. All SAF funded RSOs are required to maintain their accounts with the WSU Business Office.
- d. All SAF funded accounts shall follow the State of Minnesota purchasing guidelines, WSUSS Fiscal Policies, and Business Office policies.
- e. All SAFC Requests should include appropriate invoice(s) and a detailed itemized budget in a standard format, as prescribed by WSUSS.
- f. Must attend required Treasurer workshops and ASO Meetings.
- g. Each separate event, trip, meeting, etc. must be submitted as individual itemized requests. Multiple requests can be sent in at the same time so long as they are properly itemized.
- h. Example of a properly itemized request:

Expense type	Cost per item	Qty	Explanation	Total	
Food/Beverage ▼	\$3.68	1	Chocolate Chips	\$3.68	x
Food/Beverage ▼	\$4.68	2	Flavored Chocolate Chips	\$9.36	x
Food/Beverage ▼	\$3.07	1	Sugar	\$3.07	x
Food/Beverage ▼	\$2.38	1	Flour	\$2.38	x
Food/Beverage ▼	\$6.64	1	Shortening	\$6.64	x
Food/Beverage ▼	\$12.68	1	Bag of Candy	\$12.68	x
Food/Beverage ▼	\$1.50	1	6 Pack of Eggs	\$1.50	x
Food/Beverage ▼	\$3.46	2	8 pack of sparkling Water	\$6.92	x
Food/Beverage ▼	\$7.92	1	12 pack rootbeer	\$7.92	x
Food/Beverage ▼	\$6.47	1	12 pack of Fresca	\$6.47	x
Food/Beverage ▼	\$7.92	1	12 pack of diet coke	\$7.92	x
Food/Beverage ▼	\$5.27	1	Vanilla	\$5.27	x
Food/Beverage ▼	\$2.22	1	Brown Sugar	\$2.22	x
Miscellaneous ▼	\$3.66	1	tax	\$3.66	x
<b>Total amount requested:</b>				<b>\$79.69</b>	

### **Section 3: SAF Guidelines for Funding**

- a. Demonstrated fiscal responsibility by the RSO shall be used in consideration of SAF allocations.
- b. An RSO may submit any number of funding requests per year.
- c. The level of funding received by an RSO is limited to \$1,500.
  1. Tier one RSOs are limited to \$500, tier two RSOs are limited to \$1,000, and tier three RSOs are limited to \$1,500.
- d. Any RSO receiving money from the SAF is accountable for all revenues and expenses it incurs.
- e. Any unused SAF monies and allocations must be returned to the Student Life Fee

reserve at the end of the fiscal year. These monies may be rolled over to the next fiscal year at the discretion of the WSUSS Treasurer.

- f. Funding Requests may be made available for review by Student Senators prior to the regularly scheduled WSUSS meetings at their request.

#### **Section 4: Spending Guidelines**

- a. Purchases made with approved funds must be consistent and congruent with the mission of the RSO in its submitted funding request and club constitution.
- b. SAF funds must directly benefit or enhance the WSU and/or WSU-R campus communities.

#### **Section 5: Funding Restrictions**

- a. Specific Funding Restrictions:
  - 1. SAFC shall not fund for salaries.
  - 2. SAFC shall not fund for direct contribution to charitable organizations or individuals.
  - 3. SAFC shall not fund for payments to WSU employees.
  - 4. SAFC shall not fund for individual awards and recognitions.
  - 5. SAFC shall not fund purchases that exceed \$50 that will become the personal property of any individual.
    - I. Club apparel will be limited to \$17 total average per member, per year, per club.
  - 6. SAFC shall not fund for the purchases of illegal substances, tobacco, or alcohol, weapons/weapon accessories.
  - 7. SAFC shall not fund for subscriptions.
  - 8. SAFC shall not fund for the rental of real estate or storage facilities. This does not include the rental of hotel or banquet facilities.
  - 9. SAFC shall not fund for debt, fines, or dues incurred by an RSO.
  - 10. SAFC shall not fund airfare.
  - 11. SAFC shall not fund food for conferences if the committee will be funding conference costs such as travel and conference fees i. Unless the food costs are included in the conference costs. ii. Food will be allowed for banquets, special events, and recruiting events.
  - 12. SAFC shall not fund for postage stamps, but pre-metered university envelopes may be purchased at facilities.
  - 13. SAFC shall not fund for situations where participants will receive academic credit.
  - 14. SAFC shall not fund for graduate or professional school visits, or the transportation thereof.

15. SAFC shall not fund for trips to career/job fairs, or the transportation. SAF Fiscal Policies and Procedures
16. SAFC shall not fund for professional certifications, professional exam preparation material, or professional exam prep instruction.
17. SAFC shall not fund for non-event parking. i. For example, parking costs at a convention center or hotel would be acceptable whereas parking costs at a restaurant would not be acceptable.
18. SAFC shall not fund for any items that are to be resold by an RSO for a profit.
19. SAFC shall not fund for furniture items that will reside off campus.
20. SAFC shall not fund for expenses from previous Fiscal Years.
21. SAFC shall not fund any clubs or organizations that receive funding directly from the Student Life Fee as of FY25 including but not limited to: Warrior Entertainment Network, Student Senate, Sports Clubs.

## **Article IV. Disciplinary Action**

### **Section 1: Infractions**

- a. An infraction is any use of funds that violates the rules outlined in the SAF Fiscal Policies and Procedures document.
- a. An appeals process, administered by SAFC, is available for RSOs with extenuating circumstances.

### **Section 2: Infractions Procedure**

- a. First Infraction results in the freezing of an RSO's funds by a majority vote of the SAFC. Funds can be unfrozen pending a review and meeting with the RSO by the WSUSS Treasurer. The SAFC reserve the right to take additional disciplinary action if necessary.
- b. Second Infraction results in a demotion of funding one tier level down, indefinitely. This can only be reversed by a 2/3 vote by SAFC. The SAFC reserve the right to take additional disciplinary action if necessary.
- c. Third Infraction results in immediate freezing of all eligible funds pending review and recommendation from WSUSS Judicial Committee.
- d. Infractions are exclusive to the current academic year.

## **Article V. Funding Request Reports (FRR)**

### **Section 1: Purpose of an FRR**

- a. FRRs will be performed in order to guarantee the funds are used towards the purpose in which they were requested and in order to compile a RSO's financial history.

- b. Any discrepancies noted in an FRR may result in an audit (See Article VI).

## **Section 2: Rules Regulating FRR**

- a. An FRR shall only be necessary when an RSO has received SAF monies during the current FRR period. RSOs that do not receive funds do not have to submit an FRR. The WSUSS Treasurer will instruct RSOs on the FRR Process. FRRs will take place throughout the academic year.
- b. RSOs shall provide to the committee all requested receipts and other documentation of fiscal activity.
- c. Any RSO that receives SAF monies and does not complete an FRR will not be eligible for SAF monies until they complete their FRR. If a RSO has not completed an FRR, that RSO is entitled to an appeal process directed by the Judicial Committee—per the infractions process outlined above.
- d. FRRs shall be due by the last week of each semester. Failure to complete an FRR by the next week after the deadline shall result in a step decrease in an RSO's tier for the next academic year.

# **Article VI. Audits**

## **Section 1: Purpose of an Audit**

- a. The purpose of an SAFC Audit is to provide oversight to the disbursement, spending, and reimbursement of Student Activity Fund monies.
- b. The SAFC shall have the sole discretion to initiate an audit of an RSO by majority vote.
  - i. Student Senators shall be given the opportunity to petition the committee to audit an RSO.

## **Section 2: Audit Procedure**

- a. The WSUSS Treasurer will immediately notify the subject RSO of the audit and request all materials necessary to review the RSO's activity.
  - i. Such materials may include, but are not limited to, purchase receipts, bank statement copies, event pictures, or any other evidence that may demonstrate what was spent and how it was used.
  - ii. The subject RSO will have one week to provide materials to the SAFC.
- b. The SAFC shall review all materials provided by the RSO, previous funding requests/meeting minutes, FRR, and any other materials SAFC deems necessary.
- c. In the event of a misuse of student funds, SAFC shall submit a disciplinary recommendation to the Judicial Committee.

# **Article VII. Amendments and Exceptions**

## **Section 1: Amendments**

- a. Any amendments made to these rules shall be approved by a 2/3 vote of WSUSS.

## **Section 2: Exceptions**

- a. Any exceptions to the SAF Fiscal Policies and Procedures are made at the discretion of the WSUSS by a majority vote.

## **Appendix: A—Miscellaneous Procedures and Guidelines**

- a. An RSO may be eligible for a 900 account with the Business Office for the purpose of maintaining money from fundraising, RSO memberships, and/or dues.
- b. All eligible RSOs receiving SAF funds are subject to audits by SAFC, SFMC, WSU Administration, WSU Business Office, MinnState, or the WSUSS.