

10. FINANCIAL POLICIES

10.0 Tax Exemption [Code is required to qualify for Federal Income Tax exemption under IRS 501 (c) (3) and should not be changed except to conform with changes in the Internal Revenue Code]

10.0.1 No part of the net earnings of the Graduate Students Association shall inure to private shareholders or individual members.

10.0.2 In the event of the dissolution of the GSA, the assets of the GSA shall be transferred to The UCLA Foundation, a non-profit California Corporation for educational purposes, to be earmarked for graduate student fellowships.

10.1 Trusteeship

10.1.1 The management of student and University funds constitutes a public trust. Election to office or appointment as a program official constitutes an assumption of public trust on the part of the individual. It is assumed that all expenditures and use of facilities (whether ASUCLA or University) will be done in full recognition and support of this public trust.

10.1.2 The duty of each person developing the plans for the expenditure of GSA funds is to establish and justify the relationship between the expenditure and the official program. The Student Government Accounting Department, or its successor office, will keep documentation on expenditures so that the public and other interested individuals may, through examination of public records, satisfy themselves that expenditures have been made in the public good.

10.1.3 The Codes of the Graduate Students Association detailed herewith are to govern the collection and disbursement of GSA funds. If an item is not covered in these Codes, the GSA Cabinet may promulgate interim guidelines subject to Forum approval.

10.2 GSA Funds: Definitions

10.2.1 GSA membership fees are mandatory fees collected each quarter or semester from graduate and professional students enrolled full-time at UCLA and budgeted totals are based on projected graduate student enrollment prepared by the UCLA Office of Academic Planning and Budget as specified in the Codes.

10.2.2 GSA membership fees policy is covered in Article I, Section C (Apportionment) and Article I, Section D (Funding Level) of the GSA Constitution.

10.2.3 GSA Funds include membership fee funds, Student Fee discretionary funds, and the ASUCLA Board of Directors' Student Interaction Funds accounts.

10.2.4 Membership fees are allocated to accounts in the Central Office Budget, Council Budgets, and UCSA membership fees as specified in the annual budget process.

10.2.5 Student Fee Programming Funds and Student Fee Publications Funds are allocated annually by the Chancellor upon recommendation from the Student Fee Advisory

Committee.

10.2.6 The ASUCLA Board of Directors' Interaction Fund is allocated annually by the ASUCLA Board of Directors according to the ASUCLA Interaction Fund Agreements. The percentage distribution of the monies from the Interaction Fund allocated to the GSA are made by the ASUCLA Board of Directors upon recommendation by the GSA Forum through the GSA Representatives to the Board of Directors.

10.2.7 The fiscal year will run from August 1 to July 31. The fiscal year may be changed by the GSA Forum in consultation with Student Government Accounting.

10.3 Budgetable Funds

10.3.1 The amount of gross available funds shall be determined by Student Government Accounting in accordance with procedures outlined by ASUCLA as well as the GSA Constitution, GSA Codes, and any applicable GSA Guidelines.

10.3.2 Graduate enrollment projections shall be based on figures provided by the UCLA Office of Academic Planning and Budget.

10.3.3 Projections of surplus funds, if any, shall be determined in consultation with Student Government Accounting.

10.3.4 Determination of the membership fee split between the Central Office and the GSA Academic Councils will be made in accordance with Forum policy subject to the GSA Constitution and Codes.

10.3.5 Membership fees available for allocation shall be budgeted at ninety-five percent of the estimate provided by the UCLA Office of Academic Planning and Budget. This budgeting procedure is intended to ensure a cushion between projected and actual membership fees due to the unpredictable nature of enrollments.

10.3.6 Membership fees accumulated in excess of the ninety-five percent level shall accrue to the next year's Unallocated Net Revenue account.

10.4 Budget Reporting

10.4.1 The GSA President shall be responsible for presenting written quarterly financial reports to the GSA Forum or on the GSA website.

10.4.2 On or before the second Forum meeting in Winter Quarter, the GSA President shall present the GSA Forum with the Budget Assumptions of the upcoming year's budget for review and approval.

10.4.3 The GSA President shall mail the proposed GSA Central Office Budget to all Forum members no later than ten (10) days prior to the second meeting of the Spring Quarter.

10.4.4 The Central Office Budget will be reviewed and considered for approval annually by the Forum at its first Spring Quarter meeting.

10.4.5 The GSA Vice President-External Affairs shall be responsible for overseeing the proper expenditure of GSA's contribution to UCSA.

10.4.6 The GSA Vice President-External Affairs shall be responsible for making at least one written report per annum on UCSA finances.

10.4.7 Because of the GSA's relationship with ASUCLA, the overall GSA Budget shall be subject to approval by the ASUCLA Board of Directors based on the need to insure fiscal soundness of the Budget and for audit purposes. The overall GSA Budget includes the Central Office Budget, Councils' Budgets, and budgets for the GSA Programs.

10.4.8 The GSA Vice President-External Affairs shall be responsible for making detailed reports on travel expenses to the GSA Cabinet at least once per quarter.

10.5 Allocation Procedures

10.5.1 Allocation of membership funds shall be set annually in the GSA budget cycle.

10.5.2 Allocation of Central Office expenditures shall be the joint responsibility of the President and the Vice President-Internal Affairs (Article VI, Section B of the GSA Constitution) with the following constraints:

10.5.2.1 The GSA Cabinet may allocate by a two-thirds (2/3) vote of the quorum present funds available in Cabinet Discretionary approved in the annual budget.

10.5.3 Allocation of the ASUCLA Board of Directors' Interaction Fund

10.5.3.1 The ASUCLA Board of Directors' Interaction Fund shall be allocated by the ASUCLA Board of Directors annually to GSA based on recommendations made by the GSA Forum through the GSA Representatives to the Board of Directors.

10.5.3.2 The GSA Forum may review any sponsored program expenditures at any time. Program expenditures will be part of the GSA budget reports.

10.5.3.3 The GSA Cabinet shall make recommendations to the Forum concerning the overall allocation of BOD funds, according to the terms of the ASUCLA Student Interaction Fund Agreement and the ASUCLA Programming Agreement.

10.5.3.4 In the allocation of funds, priority of concern should be given to those programs which are of general interest and scholarly value.

10.5.3.5 The GSA Cabinet, in the absence of an elected Forum, shall be able to transfer funds to approved existing programs and for emergency expenditures. Any transfer of funds shall be reported to the GSA Forum at its next working session. Each GSA Program may spend up to \$1000 of the funds allocated to them at the Spring Forum meeting prior to having their budget approved at the first Fall Forum meeting.

10.5.4 Allocation of GSA Programming Discretionary Fund

10.5.4.1 The GSA Forum may review program expenditures at any time. Discretionary Funding expenditures will be part of the GSA budget reports.

10.5.4.2 Any updates to the GSA Programming Discretionary Guidelines must be approved by Forum.

10.5.4.3 Requests for programming funds shall be reviewed by the Discretionary Fund Director for adherence to GSA and Campus guidelines as well as for quality of the planning and programmatic effort.

10.5.5 Allocation of GSA Publications Funds

10.5.5.1 The GSA Forum may review publications expenditures at any time. Publications expenditures will be part of the GSA budget reports.

10.5.5.2 Any updates to the GSA Publications Guidelines must be approved by Forum.

10.5.5.3 Requests for publications funds are reviewed by the Director of Publications for adherence to GSA guidelines as well as quality of past publications, or in the case of new journals, the quality of the planning effort.

10.5.5.4 If funds remain, journals may apply for supplemental funding.

10.5.6 Allocation of Council funds

10.5.6.1 Council funds shall be spent wholly at the discretion of the respective Councils consistent with University policies.

10.5.6.2 Any interest earned on Council funds shall be used to defray the cost of accounting Council funds. Any excess shall be allocated to the GSA Unallocated Net Revenue Account.

10.5.6.3 Council spending requests shall contain an itemized list of expenses with receipts attached, signatures of two of the designated Council Representatives, whose signatures are on file with the GSA and the Council meeting minutes where approval of the expenditure was given.

10.5.6.4 The GSA Vice President-Internal Affairs shall determine the validity of the receipts and signatures; insure that the request is documented in the Council's minutes and that the request is within that Council's budget.

10.5.6.5 Any Council may set up its own accounting procedures provided such procedures insure that there shall be no misappropriation of funds.

10.5.7 Guidelines for the allocation of any funds over which the GSA has administrative control which are not contained in these Codes shall require the approval of the Forum.

10.5.8 The Forum may delegate funding authority to the Cabinet with such restrictions that they deem necessary.

10.5.9 Requisitions Processing

10.5.9.1 Requisition processing shall be in accordance with the Requisitions Processing Section in these Codes.

10.5.9.2 This document will be sent to all Council Presidents and will be kept on file in the GSA Central Office, available upon request.

10.5.9.3 The last date for submission of GSA requisitions, including program and publications expenditures, shall be either one month following the expenditure of funds or two weeks before the fiscal year end, whichever is sooner. [Special Note: GSA does not enforce this very strictly, but reserves the right to do so if necessary.]

10.5.9.4 In the event the fiscal year end precedes the date of the event, a cash advance requisition or a lien must be submitted according to 10.5.9.3 above.

10.5.9.5 If a Council does not comply with attendance rules or other GSA regulations in these bylaws, the GSA Vice President - Internal Affairs may hold, unsigned, any or all outstanding requisitions submitted by that Council, until such time that Council comes into compliance.

10.6 Mechanisms for Changing Funding Levels and Guidelines

10.6.1 Membership Fees

10.6.1.1 Funding Level: Membership fee levels shall be set by constitutional authority.

10.6.2 Student Fee Discretionary Funds

10.6.2.1 Funding Level: Changes in funding levels shall be subject to approval by the Student Fee Advisory Committee and the Chancellor.

10.6.2.2 Guideline Changes: Each Spring Quarter the Forum shall review the GSA allocation guidelines and initiate changes as appropriate.

10.6.2.3 Major guideline changes shall be approved by the Forum.

10.6.3 ASUCLA Board of Directors' Interaction Fund

10.6.3.1 Funding Level: The funding level shall be established by the Board of Directors.

10.6.3.2 Contract Changes: At its discretion the Forum shall review the ASUCLA Interaction Fund Agreement and request changes to the Agreements by the ASUCLA Board of Directors through the GSA Representatives to the Board of Directors approval when necessary.

10.6.3.3 Major guideline changes shall be subject to approval by the Forum.

10.6.3.4 Under the terms of the Agreements, final approval of any GSA guideline change rests with the ASUCLA Board of Directors.

10.7 Stipends

10.7.1 Initial Allocation

10.7.1.1 Stipends shall be specified in dollars per quarter.

10.7.1.2 The GSA President shall mail the proposed stipend amounts and quarters of eligibility for the upcoming year to all Forum members no later than ten (10) days prior to the second meeting of the Spring Quarter.

10.7.1.3 Stipend amounts and quarters of eligibility will be reviewed and considered for approval when the GSA budget is approved.

10.7.2 Modification

10.7.2.1 Increases and decreases of stipends are prohibited for past quarters.

10.7.2.2 Increases in stipends for the current quarter are allowed by a 2/3 vote of Forum.

10.7.2.3 Decreases in stipends for the current quarter are prohibited unless the position is vacant or the current position holder does not meet the entitlement requirements specified in 10.7.3

10.7.2.4 Increases and decreases in stipends for future quarters of the academic year may be made by a 2/3 vote of Forum.

10.7.3 Entitlement Requirements

10.7.3.1 Stipends shall not be due and payable earlier than the last week of the quarter they are earned.

10.7.3.2 A Cabinet member serving for an entire quarter is entitled to the entire quarter's stipend provided that Cabinet member attends 66% or more of the regularly scheduled meetings of Cabinet during the quarter and performs the duties of the position.

10.7.3.3 A Cabinet member serving for an entire quarter who does not meet the conditions of 10.7.3.2 is not entitled to any stipend. By a 2/3 vote, Forum may award such a person any amount up to and including the full quarter's stipend.

10.7.3.4 A Cabinet member serving for part of a quarter is entitled to a fraction of the quarter's stipend provided that Cabinet member attends 66% or more of the regularly scheduled Cabinet meetings held during their service time that quarter and performs the duties of the position.

10.7.3.5 The fraction entitled to a Cabinet member meeting the requirements of 10.7.3.4 is equal to the number of days served in the quarter divided by the total number of days in the quarter.

10.7.3.6 A Cabinet member serving for part of a quarter who does not meet the conditions of 10.7.3.4 is not entitled to any stipend. By a 2/3 vote, Forum may award such a person any amount up to and including the fraction of the quarter's stipend specified in 10.7.3.5.

10.7.3.7 The President shall be responsible for keeping attendance records of all cabinet members.

10.8 Processing Requisitions

10.8.1 No individual may be the sole signatory for their own reimbursement or cash advance.

10.8.2 Required Signatures/Authorizations for Central Office Expenditures

\$0	-	\$100	Office Manager or One elected Officer
\$100	-	\$500	One elected Officer
\$500	-	\$1,000	Two elected Officers
Over \$1,000			Two elected Officers and GSA Cabinet vote

10.8.3 Required Signatures/Authorizations for Elections & Appointments/Elections Board

Once a budget has been approved for an election by Forum, the Director of Elections has signatory authority for expenditures within the scope of the approved budget from Elections funds. For all expenditures under \$1000, the Director must obtain a co-signature from one of the Officers. For all expenditures of at least \$1000, the Director must obtain co-signatures from two of the Officers. The Director has full discretion over expenditures for funds allocated in the Appointments/Elections Board Discretionary line item of the Central Office Budget.

10.8.4 Required Signatures/Authorizations for GSA Programs

Once their respective budgets have been approved, the Directors have signatory power for expenditures within their responsibility. For all expenditures under \$1000, the Director must obtain a co-signature from one of the Officers. For all expenditures of at least \$1000, the Director must obtain co-signatures from two of the Officers.

The elected Officers have the authority to act as a signatory power for expenditures for any of the Programs when Directors are unavailable or are not appointed.

10.8.5 Required Signatures/Authorizations for GSA Councils

GSA Council expenditures must be signed by two of the designated Council representatives, and the signatures of these representatives must be on file with GSA. In addition, all Council expenditures must also be approved by the GSA

Vice President-Internal Affairs.

Council minutes will be checked to verify the amount, date of expense, and purpose stated on the Requisition. Following GSA approval, the Requisition is forwarded to the Student Government Accounting Office for further approval and the actual processing.

The Student Government Accounting Office is responsible for verifying the availability of funds in the account, checking that the expenditure is consistent with the budget and account name, and ensuring that the expenditure is in compliance with applicable laws, rules, regulations and policies of ASUCLA and the University of California.

When the check is generated the ASUCLA Finance Department will review all payments for completeness and documentation. The ASUCLA Finance Department will also review proposed external purchases with ASUCLA's purchasing guidelines.

10.9 Travel Guidelines

10.9.1 General Travel Guidelines

10.9.1.1 All GSA funded travel must be directly related to the activities of the Graduate Students Association.

10.9.1.2 Only expenses directly related to GSA activities shall be eligible for reimbursement by the GSA.

10.9.1.3 Allocations of funds from "Travel" line item of the GSA budget may only be made for members of the Graduate Students Association unless otherwise provided for by a 2/3 vote of the GSA Forum.

10.9.1.4 The Cabinet shall have the authority to make additional travel policies as it deems necessary for appropriate operationalization until the Forum can meet and vote on such matters. These policies, if approved by a majority of the Forum, will become established policies. If not approved by a majority of the Forum, such policies will cease to be enforced immediately.

10.9.1.5 When personal vehicles are used, reimbursements shall not exceed University guidelines without prior approval of the Cabinet.

10.9.1.6 Per diem reimbursements shall not exceed University guidelines without prior approval of the Cabinet.

10.9.1.7 Receipts for all monies spent in travel and at conferences must be submitted to Student Government Accounting no later than one (1) month after the completion of the GSA activity.

10.9.1.8 For local, interstate and out of state travel, a report shall be submitted to the GSA President not later than two (2) weeks after the completion of the

conference. Any GSA member may request at any time that an oral report be made before the Forum.

10.9.1.9 Such reimbursements shall only be for the most economical means of transportation, food and lodging, wherever reasonable. Carpooling and lodging with friends and relatives shall be employed wherever reasonable.

10.9.2. Local, Intrastate and Out of State Travel

10.9.2.1 Local travel shall be defined within 250 miles of the UCLA campus.

10.9.2.2 Local travel will be covered by the following regulations:

10.9.2.2.1 Travel in University vehicles – University garage regulations;

10.9.2.2.2 Authorized private vehicles – travel policies as outlined by the GSA and Student Government Accounting;

10.9.2.2.3 Off-campus rental cars – travel policies as outlined by the GSA and Student Government Accounting.

10.9.2.3 Travel that is not considered to be local travel shall be considered to be Intrastate or Out of State Travel. This type of travel shall include travel beyond 250 miles from the UCLA campus.

10.9.2.4 Intrastate and Out of State travel will only be permitted for members of the Graduate Students Association to attend a meeting, conference or convention which benefits the Association.

10.9.2.5 With the exception of the Cabinet and Forum retreats, which are approved in the budget cycle, conferences not under the direct auspices of the authorized UC system-wide student government which cost in excess of limits on GSA-controlled funds set annually by GSA must be approved by Forum prior to the date of departure.

10.9.2.6 The travel budget will be examined by the Forum and the delegates shall be responsible for demonstrating its purposes and benefits to the GSA.

10.10 Other Restrictions on Spending GSA Funds

10.10.1 Officers and Directors may use their discretionary accounts only to carry out the official business of their position. No Officer may use their discretionary funds to support any student group. No Officer or Director may use their discretionary funds in any way that could be related to campaigning in any GSA-related elections.