

Staff Senate Financial procedures for 2014-2015 Fiscal year

1. Staff Senate will continue to send out letters of support at the beginning of each fiscal year as normal. We will continue to ask for the \$13,500 each year and we will be keeping track of each event and the amount spent on the event. If we did not spend the \$13,500 by the end of the year we will divide the money appropriately by the percentage that was given to us and send it back to the donating departments.
2. The Treasurer will fill out the paper work for the letters of support and send it to each Dean's office as always, however the one change that will be made is that the Treasurer will not sign the paperwork. This will allow the paper work to come back to the Treasurer and double check to make sure that the paperwork will go through properly.
3. The Treasurer will take the advice of the Accounting and Budget offices and use the local account as the main "in and out" account. What this means is any function sponsored by Staff Senate will go through this account especially if there will be deposits.
4. The appropriated account will be used mainly for supplies that Staff Senate needs for various events being sponsored. The activity will be as limited as possible for activities.
5. Staff Senate committees will also be responsible for submitting and obtaining authorization from the Executive Committee prior to spending for each event the committee would like to sponsor. Once this has been approved by the Executive committee, each committee Chair and/or Co-Chair will be instructed to fill out an expense sheet for each event they have received funding for. This will be turned into the Treasurer for verification.