

OFFICE OF THE CHANCELLOR
University of New Orleans

Administrative Policy &
Procedure (AP) 15.1
Effective Date: 11/20/87

SUBJECT: Budgeting of the \$8 (1 %) Student Services Fee approved in the student referendum of August, 1987.

PURPOSE

The purpose of this document is to establish policy and procedures for the annual budgeting and utilization of the subject student services fee.

DEFINITIONS

The student services fee referred to is a fee equivalent to one percent of the University Fee (exclusive of out-of-state fees) to be used by the Student Government Association for improving the quality of student life, funding a yearbook, and as many additional services as possible.

GENERAL POLICY

Projects to be funded by the subject fee will be determined by the Student Government Association, in consultation with the Dean of Student Life. They will be reviewed by the Vice Chancellor for Student Affairs, who will make recommendations to the Chancellor for final approval or disapproval.

The Dean of Student Life will be responsible for the approved student services unless the services or improvements are organizationally assigned to other divisions. In the latter case, the appropriate vice chancellor will be responsible for the services funded by the student services fee.

In all cases the management of budgets, the authorization of personnel, or any other purchase or budgetary transactions will be performed by a responsible University employee. As restricted University funds, the student services fees will be subject to the same regulations as other University funds.

AUTHORITY

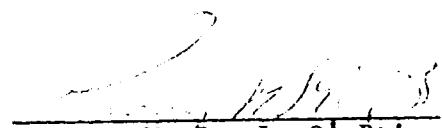
The authority for the issuance of this AP is derived from Article VII, Section 4 of the Bylaws and Regulations of the Board of Supervisors of the LSU System.

PROCEDURE

1. In May of each year, the Vice Chancellor for Student Affairs will secure from the Vice Chancellor for Business Affairs an estimate of the amount of income to anticipate from the student services

fee for the following fiscal year and provide the information to the President of the SGA through the Dean of Student Life.

2. The President of the SGA will prepare and submit to the Dean of Student Life a prioritized list of services and/or changes in services which the SGA feels represent the wishes and most pressing needs of the student body. The list will contain recommendations as to specific funding levels and budgets for each service, including estimates of any increases in funding levels necessary to maintain existing student services funded by the student services fee.
3. The Dean of Student Life will provide advice to the SGA and will insure that services recommended are not prohibited by law, regulation or University policy. He or she will attach his or her recommendation to the SGA proposals and submit them to the Vice Chancellor for Student Affairs.
4. The Vice Chancellor for Student Affairs will similarly review the recommended list and make a recommendation to the Chancellor.
5. The Chancellor will approve or disapprove any or all items on the list for budgeting for the next fiscal year.
6. Each year a reserve will be budgeted to allow for variances between projected and actual revenues. No direct expenditure may be made during the year from any budgeted reserve. The amount of the reserve will be jointly determined by the Vice Chancellors for Student Affairs and Business Affairs. Positive balances may be carried over from year to year; deficit balances will be similarly treated.


Gregory M. St. L. O'Brien
Chancellor