



THE UNIVERSITY of
NEW ORLEANS

ADMINISTERED BY: Office of Vice
President for Business Affairs

Policy No: AP-BA-07.2
TITLE: Budgeting of the \$8 (1%)
Student Services Fee approved
in the student referendum of
August, 1987
EFFECTIVE DATE: April 18, 2014
CANCELLATION:
REVIEW DATE: Spring 2016

PURPOSE

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

AUTHORITY

Part Two, Chapter IV, Section V of the Bylaws and Rules of the University of Louisiana System.

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 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, in consultation with the Coordinator for Student Government. They will be reviewed by the Vice President for Student Affairs and Enrollment Management, who will make recommendations to the President for final approval or disapproval.

The Coordinator for Student Government 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 President 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.

PROCEDURE

1. In May of each year, the Coordinator for Student Government will secure from the Vice President 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 SG through the Vice President for Student Affairs and Enrollment Management.
2. The President of the SG will prepare and submit to the Coordinator for Student Government a prioritized list of services and/or changes in services which the SG feels represent the wishes and most pressing needs of the student body. The list will contain recommendations as to specific funding levels necessary to maintain existing student services funded by the student services fee.
3. The Coordinator for Student Government will provide advice to the SG 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 SG proposals and submit them to the Vice President for Student Affairs and Enrollment Management.
4. The Vice President for Student Affairs and Enrollment Management serves in the capacity as advisor of all Student Government business. In addition the Vice President shall similarly review the recommended budget list, and serves in an advisory capacity to the President.
5. The President 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 for any budgeted reserve. The amount of the reserve will be jointly determined by the Vice President for Student Affairs and Enrollment Management and Vice President for Business Affairs. Positive balances may be carried over from year to year; deficit balances will be similarly treated.



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