

OBC

Organization Budget Council



2009-2010 Policies and
Guidelines

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Section I: Greeting Letter

September 18, 2009

Dear Student Leaders,

We would like to welcome you to the 2009-2010 academic year! There are many changes this year that will directly affect your organization. The biggest change is the transition from the Student Organization Council to the Budget Organization Council (OBC). Because of the major changes in our policies, switching to SALPsync, and the general shift in how we approach the budget process, we feel it is the perfect time to make this change. A large portion of students did not see the distinction between the SOC and SALP in the past; this change will also clear up any misconceptions about the two organizations. The OBC will focus primarily on helping student organizations develop their budgets and events, and reduce the amount of processing time that has stifled organization development during the past few years.

The major changes include the increase of funding caps, the reduction of authorizations for expenditures by the OBC, and the creation of the Additional Funds account. These changes will help increase efficiency and the scale of events that OBC organizations can create. We look forward to working with all OBC organizations throughout the year during this transition. If you have any questions regarding any of the policies in this manual, please contact one of the OBC coordinators and we will be more than happy to discuss issues that may arise.

Thank you,

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Section II: Portland State University Organization Budget Council

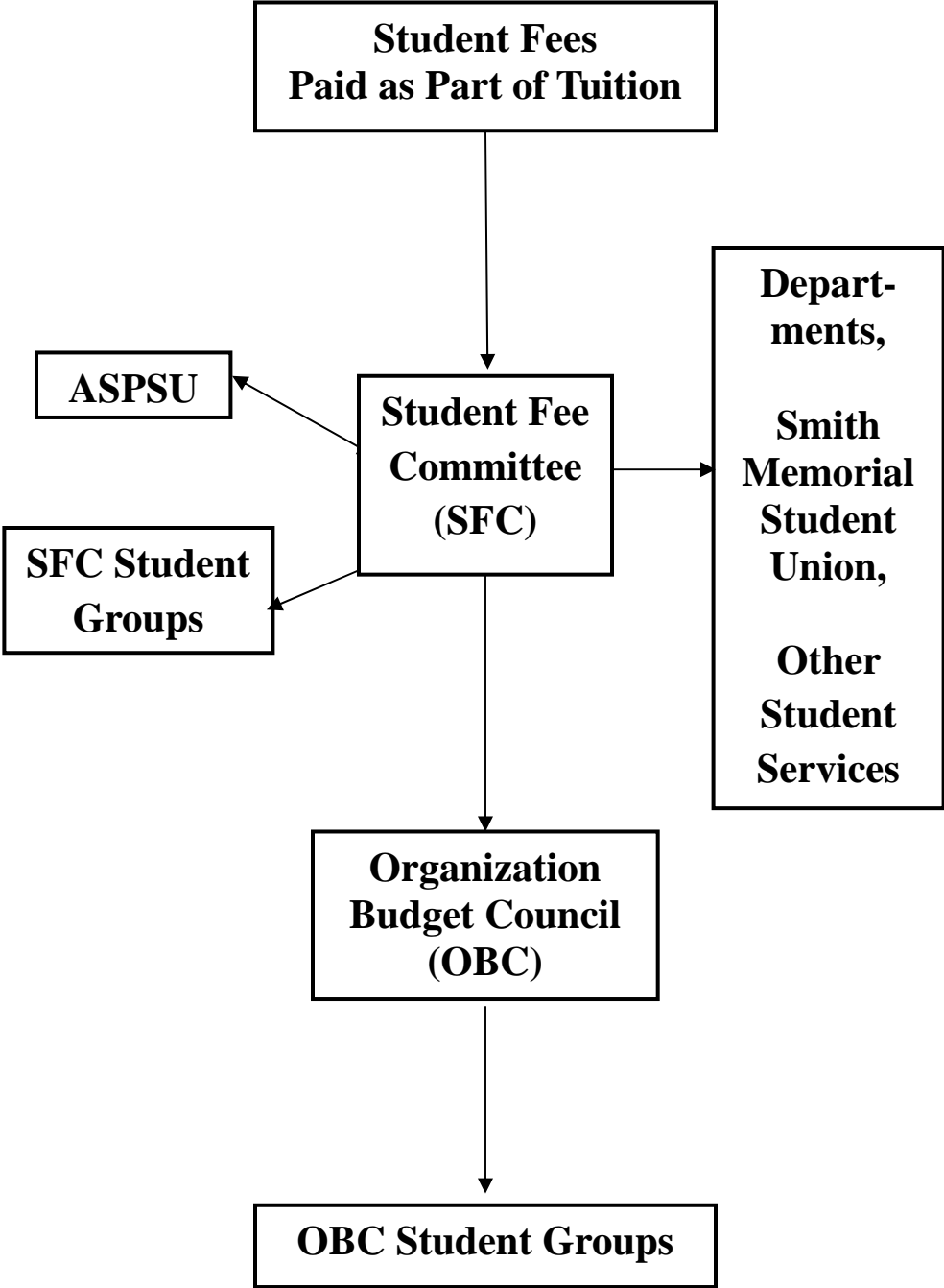
1. Mission Statement

The Portland State University Organization Budget Council (OBC) is an Incidental Fee funded student service that provides assistance to current as well as new student organizations that do not receive direct funding from the Student Fee Committee. The OBC provides funding and assistance to student organizations by assisting with budget development, budget and event planning, expenditures, and the enhancement of the university community. The OBC also serves as an active voice for student organizations by working with SALP and other university departments. The goal of the OBC is to foster greater student participation and involvement at Portland State University and in the greater Portland community through funding student organizations.

2. Appeals and Policy Committee

The OBC Appeals and Policy Committee will consist of two student leaders who are members of OBC organizations. They assist the two OBC coordinators in revising the OBC policy manual, student appeals, and general OBC operations.

3. OBC Structure



Section III: Eligibility for OBC Funding

1. Must be recognized as PSU Student Organization by successfully completing SOAR process.
2. Attend OBC Budget School
3. Submit Online SALPsync Budget Request form.
4. OBC Funded Organizations must hold at least one advertised event per term according to their Budget Development plan submitted in the SALPsync Budget Request Form. These events do not include regularly scheduled meetings and must be open to all PSU students. This event must also be widely publicized by using at least two of the following three methods:
 - a. Webmail (Student organizations can post advertisements on Webmail through OIT)
 - b. SALP (SALP has an event calendar and the SALPsync page organizations can post events on)
 - c. One other method at the discretion of the event leaders.
5. Organizations must submit at least one event flyer and copy of their advertisement as outlined in Section III.4 each term to obcevent@pdx.edu to confirm their minimum term event. Failure to do so will result in a reduction of funds from the organization's account as outlined in Section IX.2.
6. Quarterly reports must be submitted at the end of each term. Organizations that were funded by the OBC last year must have submitted all quarterly reports.
7. Ability to thoroughly demonstrate how funding will be used to benefit the greater PSU community.

Section IV: Allocation Process

1. The SFC allocates funds to the OBC reserve account to distribute to student organizations. Depending on the SFC allocation and number of student organizations applying for OBC funding, the OBC student organization funding caps will vary from year to year.
2. Funding caps will not be exceeded during the initial allocation. Because an organization qualifies for a funding level does not ensure that it will be funded at the cap.
3. The OBC WILL use the previous SOC budget history for groups that have been funded by the SOC in the past.
4. Groups that meet the OBC cap level criteria but have not been funded by the SOC in the past will be allocated at level 1.
5. For the 2009-2010 academic year, OBC caps are set as follows:
 - a.Level 1- \$800– Funded by the OBC for less than one academic year.
 - b.Level 2- \$1500- Funded by the OBC for more than one, but less than two academic years
 - c.Level 3- \$2000- Funded by the OBC for more than two academic years.
 - d.Plan Funded
6. Plan-funded organizations may request an amount less than the cap in which they qualify for. Many student organizations have been funded by the SOC for several years but do not need the amount of funds given to a level 2 or 3 group.
7. Plan-funded organizations that request below 50% of their qualifying funding cap will receive priority when the Additional Funds account becomes available to all organizations.
8. Organizations must submit a detailed budget plan explaining how they intend to spend OBC funds each term as outlined in Section V.
9. Funds are allocated each term according to the organization's budget plan and cap level.

Section V: Budget Development

1. As part of the OBC allocation process, we require that student organizations submit an annual Budget Development Plan giving a general outline of how they plan to spend the requested amount of money each term.
2. Organizations must budget the entire requested amount for fall, winter, and spring terms.
3. A detailed term budget plan is required before funds are released each term. OBC coordinators will assist organizations in developing these plans.
4. Organizations should not budget more than 50% of their allocation towards food or travel expenses unless approved by the OBC coordinators.
5. Organizations may choose to include funds from their agency accounts or outside revenue in the Budget Development Plan, but must specify which funds are derived from the OBC.
6. Groups may simply select to distribute their requested amounts evenly between terms, or choose to distribute the majority of their funds for a specified term.
7. The OBC coordinators will be able to assist organizations in developing their Budget Development Plan. The coordinators will also be able to assist organizations in developing and supplementing their short and long term budgets.
8. If an OBC funded organization does not spend the term amount outlined in their Budget Development Plan, the OBC will withdraw the term funds and add it to the Additional Funds Account.
9. If an organization cannot have an event as specified in their term budget plan, they can budget the unused funds for another event in the following terms. This requires submitting a detailed plan of how the organization intends to use the funds in the following terms. This plan must be approved by and submitted to both coordinators before the start of the new term.

Section VI: Expenditures

1. Expenditure requests that stay within the group's term budget specified in the group's Budget Development Plan do not need to be approved by the OBC coordinators.
2. Expenditure requests that exceed the term budget specified in the group's Budget Development Plan must be approved by the OBC coordinator and the group's advisor.
3. If an organization does not spend the term amount specified in the Budget Development Plan, the OBC will withdraw the difference and add it to the Additional Funds Account.
4. Any actions that involve OBC funds that do not comply with the OBC, SFC, SALP, or University guidelines must be approved by the appropriate coordinator.
5. OBC funded organizations may not use funds to pay membership dues to a national chapter or organization. Student fees should not be used to pay national organization dues that the general student population cannot directly benefit from.
6. The management of all revenue generated from OBC funds must follow the university, SALP, SFC, and state laws and guidelines

Section VII: Food Policy

1. OBC groups should not exceed 50% of their annual allocated budget on food. If an organization needs to exceed the 50% food allocation, the expenditure must be approved by the OBC Policy and Appeals Committee.
2. The Student Fee Committee (SFC) and the OBC considers it inappropriate that Programs supported by student fees purchase food and/or beverages for the exclusive use of student members.
3. Food expenditures may be approved only for events and trainings which conform to all of the following criteria:
 - a. The event is open to attendance of all PSU students and publicized as outlined in Section III.4.
 - b. The event is of interest to the general student population
 - c. The event is vital to the service provided by a program; or
 - d. An annual training.
4. A flier must be date stamped and submitted or uploaded to the

OBC before the event.

5. A list of attendees must be submitted to the OBC Office within 7 days after any event with food as per required from the Business Affairs Office. This list **MUST** include the name **AND** contact information for all guests that consume food or beverages provided by OBC funds and all information must be clearly legible.
 - a. Future requests will not be approved until the complete list has been submitted.
 - b. The list of attendees form is available on the OBC website and SALPsync account.
 - c. The list of attendees form must also be attached with the event flyer.
6. OBC will not reimburse for any purchases of food unless **PRE-APPROVED** by the organization's advisor. Any reimbursement that is not pre-approved cannot be processed.
7. Failure to follow any of the above guidelines can result in OBC disallowing further food purchases for your group, and may be sent to the OBC Appeals and Policy Committee for review and/or disciplinary action. See sanctions section for further information.
8. If a group fails to submit a list of attendees for any event in which OBC funds were used to provide food as defined in the Section VII. 5 of the OBC Policy Manual, the following sanctions will be applied:
 - a. First Time: Warning letter is sent to student organization leader that completed catering request reminding them of the food policy and a penalty of 10% of the total food purchase cost will be taken from the organizations overall food budget. This deduction is non-returnable to the organization.
 - b. Second Time: Until list is submitted, no further food requests will be approved for the group and a penalty of 10% of the total food purchase cost will be taken from the organizations overall food budget. This deduction is non-returnable to the organization.

Section VIII: Travel Policy

1. OBC groups should not exceed 50% of their annual allocated budget on travel. If an organization needs to exceed the 50% travel allocation, the expenditure must be approved by the OBC Policy and Appeals Committee.
2. All requests for travel funds must follow the university's travel policies.
3. All information on the online travel request form must be thoroughly completed.
4. The OBC shall not approve requests for travel funds that are not defined and justified in writing as outlined in the online travel request form.
5. Only students are allowed to use OBC funds to travel. If a non-student member of a group or advisor wishes to travel with the group, they are responsible for fully covering their own expenses.
6. Food expenditures for travel may be approved for up to 60% of the University per diem, for which the following guidelines apply:
 - a. The travel includes at least one overnight stay;
 - b. The travel directly benefits the students involved in the Program and follows the Program's stated objectives/goals and guidelines;
 - c. The travel is for conference-type activities or a competition that is a special achievement, such as a national or international event.
 - d. Per Diem is paid after members return from traveling and all other monetary obligations have been settled. If the group has funding remaining in the travel portion of their budget, per diem may be paid.
7. Travel expenses include all costs accumulated surrounding travel, and will be deducted from the travel portion of a group's budget, per OBC Policy Manual Guidelines. This includes but is not limited to the following:
 - a. Conference Registration Costs
 - b. Transportation Costs
 - c. Lodging Costs
 - d. Per-Diem
- 12 8. Any overages in expenses occurred while traveling that are not

approved by OBC will be the student's responsibility. By using OBC Funds to travel, student agrees to pay for any travel overages incurred during travel.

9. Failure to follow any of the above guidelines can result in OBC disallowing further travel purchases for your group, and may be sent to the OBC Policy and Appeals Committee for review and/or disciplinary action.

Section IX: Appeals and Sanctions

1. An appeal can be made on any decision made by an OBC Coordinator by putting the appeal in writing and sending it to obcfund@pdx.edu within ten (10) business days of the notification of the decision. The OBC Policy and Appeals Committee will hear from both the student organization leaders and OBC Coordinators and then make a decision based on the criteria, rights, and responsibilities of student organizations per the OBC policy manual. The decision of the OBC Committee is final.
2. If an organization fails to host at least one event that is open to the public and widely advertised as described in the Eligibility for Funding Section III.4 of the OBC Policy Manual per tem, that organization will have their specified term budget taken out of their account and placed into the Additional Funds Account for redistribution.
3. Any damage to equipment while checked out for use by OBC organizations will first be taken from the remaining student organizations budget. If the damage exceeds the amount of funding the organization has, the OBC reserve will be used to cover the cost. Use of reserve funds for these types of purchases will be taken into account when allocating budgets for the 2010-2011 fiscal year, and can limit an organizations ability to secure funding.
4. If an organization exceeds the approved amount for any approved purchase when allowed by the vendor, the student organization will be held accountable for these funds. This will be taken into account when allocating budget for the 2010-2011 fiscal year.
5. Anytime a fee or other disciplinary action is applied to an organization, OBC Coordinators will make a good faith effort to inform leaders of the organization of the actions being taken and will make themselves available to meet with organization leaders to

create a success plan to keep this incident from occurring again in the future.

6. If an organization fails to follow the policies outlined in this manual, as well as SALP, SFC, University, and state law, the organization may be brought to the Appeals and Policy committee for disciplinary action. The organization may be required to have all requests from their OBC account approved by the OBC coordinators.

Section X: Additional Funds Request

1. The Additional Funds Account is the collection of funds from various OBC organizations' accounts that were not spent according to their individual Budget Development Plan.
2. The Additional Funds Account is available to OBC organizations that have demonstrated effective budget organization and tracking.
3. Organizations may apply for additional funds when offered mid-term by filling out the online Additional Funds Request form.
4. After the OBC receives the Additional Funds Request form, the OBC Policy and Appeals Committee will make a decision based on the organizations budget history.
5. Plan Funded Organizations that request below 50% of their cap level, will receive priority when additional funds are requested.
6. Requests for Additional Funds are not a guarantee that organizations will receive extra funding.
7. The Additional Funds account is available to OBC organizations during the middle of every term after the Fall Term.
8. OBC organizations may request up to 1.5 times the cap level they are eligible. This figure may increase or decrease depending on the amount of funds available.

Section XI: General OBC Policies

1. Copies of receipts must be provided to OBC after a purchase is made at the following venues: Clean Copy, Costco, Fred Meyer, Kinko's, Office Depot, PSU Bookstore, Reimbursements of any kind, and the University Market.
2. Enrollment during summer term is not necessary to maintain mem-

bership status for the purpose of holding office, but enrollment in the preceding Spring term or following Fall term are necessary for the use of student fees (i.e. for travel or conferences).

3. OBC strongly recommends that you keep all receipts for purchases as other receipts may be requested if necessary to assist in determining if purchase was within OBC guidelines.
4. OBC does not reimburse for any purchases unless the purchase is pre-approved by the organization's advisor.
5. OBC recommends that all paperwork and online forms be submitted 14 business days prior to the date of an event to ensure on time processing. OBC will not process any requests that are submitted with less than 7 business days before an event.
6. All paperwork for OBC must be date stamped by the SALP office. Any paperwork without a date stamp will be returned to the student organization leaders unprocessed.
7. It is considered inappropriate for a student to lead more than one OBC group when both groups funding is used for similar events or programs
8. The SALP advisor's approval indicates that he/she believes the purchase fits within SALP, SFC, and OBC guidelines as well as University Polices, and that the purchase will be a benefit for the entire group and PSU community. An approval by a SALP Advisor does not guarantee that the request will be approved by the OBC. If a SALP Advisor has concerns regarding the request, the OBC encourages them to attach a memo to the request detailing their concerns with the expenditure.
9. The approval of both OBC coordinators indicates that the group has sufficient funding to make the purchase and the purchase complies with OBC polices. OBC Coordinators are not required to approve any request that they feel is not in compliance with SALP, SFC, and OBC guidelines as well as University Polices.
10. If a request is not approved by OBC Coordinators the Student Organization will be informed via email. The student organization may request an appeal with the Policy and Appeals Committee. The Committee will then hear the concerns from the student organization and related parties, including the OBC coordinators. The committee will then make a decision to approve or deny a purchase. Meeting dates and times can be found on the OBC website.

Section XII: Transition to SFC Funding

1. The OBC requires that groups transitioning to SFC funding operate for at least two full years as an OBC organization. The SFC requires that OBC organizations acquire a letter of recommendation from the group's advisor and OBC coordinator.
2. To obtain a letter of recommendation, the OBC Appeals and Policy Committee will decide if they feel the organization is ready to transition to SFC funding.
3. Organizations must have demonstrated excellent budgeting and planning skills to receive a letter of recommendation from the OBC.
4. Organizations must also be in good standing with the OBC.
5. Organizations must have attended both SFC and OBC budget school trainings.

Section XIII: Survival Tips

1. Communicate with your SALP Advisor often.
2. Meet with OBC Coordinators immediately if a discrepancy in funding records is found.
3. Turn in paperwork as early as possible to ensure processing is completed by your event.
4. Fill out all requests as thoroughly as possible. If you do not have some information requested on the form, please contact your SALP advisor.
5. Keep copies of everything you submit to SALP and OBC for your own records.
6. Respond to questions or requests from OBC and SALP as quickly as possible to expedite processing.
7. Submit all paperwork to SALP office at least 7 business days prior to date needed.

2009-2010 Important Deadlines

Events	Dates
Fall Leadership Orientation and Budget Schools	September 23 rd and 24 rd , October 7 th and 8 th
Party in the Park	October 1,2009
Party near the Park	January 14, 2010
Student Leadership Conference	January 22, 2010
Spring Leadership Transitions Conference	April 9, 2010
SALPies	June 2, 2010
New Student Leadership Lunch	June 4,2010

Event /Task	Dates
Re-registration	April 14, 2010 through September 18,2010
OBC Budget Request and Budget Plan	Friday, October 9, 2009
Fall Term Report	Friday, January 8, 2010
Winter term Report	Friday, April 2, 2010
Spring Term Report	Friday, May 28, 2010

Form Processing Time

Your Form Will Be Accepted If It Meets the Following Deadlines:

*** below days are *BUSINESS DAYS***

Domestic Contract and less than \$5000	20 days
Internal Contract and/or more than \$5000	30 days
Purchase Order Request	7 days
Travel	20 days
International Travel	2 months
Payment on Delivery	15 days
Book Store	3 days
Kinkos/Clean Copy	3 days
Costco	10 days
Enterprise Request	10 days
Personal Vehicle Request	5 days
Food Waivers	10 days
Alcohol Request	30 days
Catering	7 days

Invoice/Bill must be signed before order is made.

Room Requests can be made up to 18 months in advance.

Reimbursements must be signed before order is made. Original receipts due 30 days after purchase.

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