

2003

Budget Info 2003-2004

Student Government Association BBC, Florida International University

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Nicaise FYI

MEMORANDUM

To: University Community

From: Judith Weech
Director, Purchasing Services

Subject: YEAR-END PROCEDURES & DEADLINES FOR
FISCAL YEAR 2003-2004

The following information is provided to alert the University Community to fiscal year end procedures and deadlines due to devolution and the implementation of PantherSoft.

Please read each category carefully as they have changed from previous years.

MARCH 31 LAST DAY TO USE OLD PROCUREMENT CARD- No charges from old card Numbers will be accepted. Provide your new procurement card numbers to those vendors that may be processing recurring charges on your card. (Subscriptions, memberships, cell phone service etc.)

MARCH 31 LAST DAY TO PROCESS TRAVEL ADVANCES THROUGH FLAIR- Due to devolution the State Comptroller has established this deadline.

APRIL 7 CROSS CATEGORY BUDGET TRANSFERS- All requests for transfer between budget categories within the same fund (Salary to OPS, Expense to OCO, etc.) must be sent to the University Budget Office. This will require each department to review budget and expenditures to date and estimate budget requirements to year-end. Budgets by category should appear as desired for June 30, 2004. You can still transfer between accounts within the same category until April 30, 2004.

APRIL 16 BID DEADLINE- General Revenue Fund Purchases – OCO and Expense Bid Specifications – deadline for all requests requiring bids are to be submitted to the Purchasing Department.

MAY 03 PURCHASING CARD CHARGES – Charges made after this date may be charged to your 2004-2005 budget allocation.

MAY 03 REQUISITIONS – All requisitions for purchases from 2003- 2004 budget must be in the Purchasing Department by this date.

MAY 14 TRANSFERS BETWEEN FUNDS – All corrections to the ledger must be submitted to the Controller's Office by this date. Transfer of charges will not be processed after this date.

JUNE 03 UNCLAIMED PAYROLL AND EXPENSE CHECKS – All unclaimed expenses checks must be returned to the Controller's Office, Disbursement Section for

cancellation. All unclaimed payroll checks must be returned to the Payroll Department for cancellation.

JUNE 09 INTERDEPARTMENTAL CHARGES – This will be the last day for receipt of interdepartmental charges by the Controller's Office for posting in the 2003-2004 budget. These include copy machines, telephone charges, error corrections, Duplicating, Media, Facilities charges, computer charges, etc.

JUNE 09 CONTRACTS FOR SERVICES – All signed, approved and completed contracts must be submitted through the Purchasing Department by this date. Contracts received after this date will be processed against your 2004-2005 budget.

JUNE 09 BLANKET PURCHASE ORDERS CANCELLED – All blanket Purchase Orders will be canceled effective this date. Provide vendors with new Purchase Order numbers beginning July 1, 2004.

JUNE 09 PETTY CASH REIMBURSEMENTS – Petty cash will be reimbursed through June 9th, however, after June 9th requests will be charged to your 2004-2005 budget.

*** JUNE 09 TAR's** – Last day to process TARs for 2003-2004 fiscal year. TARs received after this date will be charged to your 2004-2005 budget. All open TARs should be reviewed for possible cancellation.

JUNE 09 CONCESSIONS FUND CHARGES – All Concession Fund invoices must be received in the Controller's Office by this date for processing against 2003-2004 allocations. All unused balances revert back to the Concession Reserve Account. Invoices not received in the Controller's Office by June 9, 2004, will be charged to your 2004-2005 allocations.

JUNE 09 EXPENSE REFUND CHECKS – All expense refund checks must be in the Cashier's Office by this date, to be recorded in the 2003-2004 fiscal year. Checks received after this date will not be applied to the department's account, but will be applied to the University's Carry Forward Account.

JUNE 09 REVENUES DEPOSITS – Revenue Deposits to be credited to fiscal year 2003-2004. Deposit made after this date will post to fiscal year 2004-2005.

JUNE 09 UNENCUMBERED TRAVEL REIMBURSEMENTS – Received after this date will be charged to your 2004-2005.

JUNE 09 ACCOUNT PAYABLE PAYMENTS – Received after this date will be charged to your 2004-2005 Budget. Due to devolution this is a strict requirement. Payments will not be processed after this date.

JUNE 09 REVOLVING FUND PAYMENTS – Revolving fund payments made after this date will be charged to your 2004-2005 budget.



FIU

FLORIDA INTERNATIONAL UNIVERSITY
Miami's public research university

Office of the Vice President

June 13, 2003

Ms. Jessica Morffi
SGC President, University Park

Mr. Adrian Carter
SGC President, BBC and Broward Center

Dear Jessica and Adrian,

I received your A&S budget proposal for 2003-2004, approved by each of you and covering the budgets for University Park, Biscayne Bay/Broward, and University-Wide items. It is obvious that this budget dealt with complex issues that appear to have been decided in an equitable manner. Although the increase of dollars was minimal, it appears to be a fair distribution of funds.

Dr. Bonanno indicated the amount of time you and your committees spent in holding hearings, deliberating and finally deciding on a budget. I appreciate these efforts on our students' behalf and your diligence in assuring that their fees are well spent.

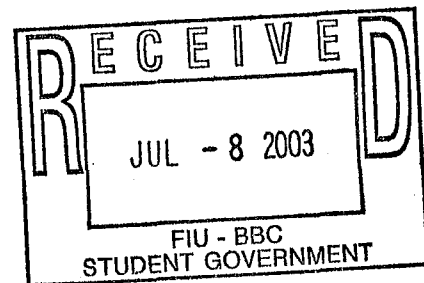
I have shared your budget proposal with President Maidique and he concurs with my recommendation for approval of the 2003-2004 A&S budget.

I also look forward to the coming year and expect it to be an exciting one.

Sincerely,


A handwritten signature in black ink, appearing to read "Patricia Telles-Irvin".

Patricia Telles-Irvin
Vice President, Student Affairs and Human Resources
Vice Provost, Academic Affairs



MEMORANDUM

TO: President Modesto A. Maidique

FROM: Patricia Telles-Irvin, Ed.D. 
Vice President, Student Affairs and Human Resources
Vice Provost, Academic Affairs

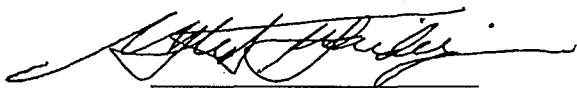
DATE: June 10, 2003

SUBJECT: 2002-2003 SGA Budget

Attached please find this year's SGA Budget for your consideration. I have carefully reviewed and analyzed the proposal.

Student Government Association has done a responsible job in allocating the resources that the A&S fees provide. I am therefore recommending that you approve the budget.

Please call me if you have any questions.



Modesto A. Maidique
Approved

Attachment



Florida International University

Student Government Association

May 28, 2002

Dr. Patricia Telles-Irvin
Vice President of Student Affairs and Human Resources
Vice Provost of Academic Affairs

Dear Dr. Telles-Irvin,

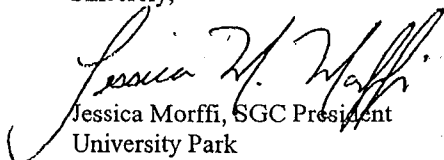
The Student Government Association has done its best to sufficiently fund entities that we felt deserved funding for the 2003-2004 academic year. The decision to fund was not an easy one, simply because the requests drastically outweighed the Activities & Services projected revenue. Additionally, the SGA University Council did not have a large excess of dollars to work with for the upcoming academic year. Subsequently, the increases and distribution of dollars are minimal. Nonetheless, we succeeded in our mission by analyzing and exploring the services offered by each entity to determine which ones offered the most amount of service to the student body coupled with quality.


Nevertheless, the SGA is confident that it has done an exceptional job in allocating funds for the 2003-04 fiscal year under the current budget circumstance. We did our best to allocate the activity and services fees in an efficient and student friendly manner. It is our opinion that these allocations will be in the best interests of the students and the university.

In conclusion, we hope that you, as we do, find the allocations sufficient for the servicing of the student body. We look forward to the approval of the budget within 15 days of being presented this packet or the SGA will consider the budget automatically approved as is. Thank you for your hard work in this budgetary process and the Student Government Association looks forward to the wonderful year ahead of us.

GO GOLD!

Sincerely,


Jessica Morffi, SGC President
University Park


Adrian Carter, SGC President
Biscayne Bay Campus and Broward Center

University Park, GC 311 • Miami, Florida 33199
305-348-2121 FAX: 305-348-3063 • TTY via FRS 1-800-955-8771 • www.fiu.edu/~sga

Funded by Student Government (UP) • Department of Campus Life • Division of Student Affairs
Equal Opportunity/Equal Access Employer and Institute

*STUDENT GOVERNMENT ASSOCIATION
SUMMARY
Activities and Service Fees Budget
2003-2004*

REVENUE SOURCES

ESTIMATED FEES 7,126,593.00

GRAND TOTAL - REVENUE SOURCES 7,126,593.00

USES OF REVENUE

FIXED EXPENSES- PAYROLL SALARIES A&P AND USPS 1,144,025.00

ONE TIME LOAN ALLOCATION 179,000.00

STUDENT GOVERNMENT ASSOCIATION - UNIVERSITY WIDE

OPERATING EXPENSES 1,226,550.00

TRANSFERS 2,870,847.00

SUMMER RESERVE 30,000.00

OVERHEAD 100,000.00

Total University Wide 4,227,397.00

STUDENT GOVERNMENT COUNCIL - UNIVERSITY PARK

OPERATING EXPENSES 1,119,081.00

Total University Park 1,119,081.00

STUDENT GOVERNMENT COUNCIL - BISCAYNE BAY & BROWARD CAMPUS

OPERATING EXPENSES 457,090.00

Total Biscayne Bay & Broward Campuses 457,090.00

GRAND TOTAL - USES OF REVENUE 7,126,593.00

SGA UNIVERSITY WIDE

| | | |
|---|------------|------------------|
| OPERATING EXPENSES | | |
| FSA FEE | | 27,000.00 |
| MEDIA : | | |
| RADIO STATION - (3) | 123,000.00 | |
| STUDENT HANDBOOK | 68,250.00 | |
| BEACON | 128,000.00 | |
| Total Media | | 319,250.00 |
| ORIENTATION | | 86,000.00 |
| CENTER FOR LEADERSHIP | | 33,500.00 |
| MULTIFAITH COUNCIL | | 6,000.00 |
| GRADUATE STUDENTS | | 100,000.00 |
| EMOLUMENTS: | | |
| U/P Emoluments | 100,000.00 | |
| BBC Emoluments | 100,000.00 | |
| Total Emoluments | | 200,000.00 |
| HOMECOMING (2) | | 100,000.00 |
| UNIVERSITY LECTURE COMMITTEE (Speaker's Bureau) (4) | | 80,000.00 |
| SGA-SPIRIT | | |
| Dazzlers | 9,500.00 | |
| Panther Power | 23,000.00 | |
| Panther Rage | 30,500.00 | |
| Total SGA-Spirit | | 63,000.00 |
| PEACE DIVERSITY | | 19,000.00 |
| STUDENT AMBASSADORS | | 26,000.00 |
| STUDENT LIFE AWARDS | | 12,000.00 |
| VOLUNTEER ACTION CENTER | | 51,500.00 |
| MARCHING BAND | | 100,000.00 |
| JUDICIAL & MEDIATION SERVICES | | 1,300.00 |
| WRITING ACROSS THE DISCIPLINES | | 2,000.00 |
| TOTAL OPERATING EXPENSES | | 1,226,550.00 |

TRANSFERS:

STUDENT CENTERS:

Graham University Center 1,092,000.00
Wolfe University Center 889,647.00

Total Student Centers: 1,981,647.00

RECREATIONAL SPORTS:

U/P Recreational Sports 480,500.00
U/P Pool 62,000.00
B/B Recreational Sports 145,000.00
B/B Pool (1) 200,000.00

Total Recreational Sports Accounts: 887,500.00

UW-RECREATIONAL SPORTS RESERVE EQUIPMENT ACCOUNT 1,700.00

TOTAL TRANSFERS 2,870,847.00

SUMMER RESERVE 30,000.00

OVERHEAD 100,000.00

TOTAL - STUDENT GOVERNMENT UNIVERSITY WIDE 4,227,397.00

UNIVERSITY WIDE 2003-2004 PROVISIO LANGUAGE

1. **BBC Recreationa. Aquatic Center:** Recommend purchase of a pool tarp.
2. **HOMECOMING:** The Homecoming Committee shall distribute the \$100,000 allocation according to the following:
75% for U/Park and 25% for BBC.
3. **WRGP Radiate 88.7 FM:** Upon approval by the FCC a proposal shall be submitted to both Student Government Councils to cover the cost of the Translator phone, Translator, and Consulting Engineer.
4. **University Lecture Committee:** The Lecture Committee is to provide at least one speaker for each campus. The Student Government recommends that in the event that there are two major lectures, one should be held at each campus.
5. **The SGA Student Body President and Comptrollers shall be notified of any fluctuation above or below the 2002-2003 projected revenue.**

STUDENT GOVERNMENT COUNCIL - UNIVERSITY PARK

OPERATING EXPENSES

| | |
|---------------------------------|------------|
| OFFICE ACCOUNTS | |
| SGA- MAIN OFFICE | 30,000.00 |
| SGA - PUBLICATIONS | 22,500.00 |
| SGA- CAMPUS LIFE | 111,300.00 |
| SGA - RESERVE EMOLUMENT ACCOUNT | 18,681.00 |
| A&S BUSINESS OFFICE | 36,000.00 |

Total Office Accounts

218,481.00 218,481.00

GOVERNING COUNCIL OPERATING ACCOUNTS

| | |
|--|-----------|
| PRESIDENT DISCRETIONARY | 10,000.00 |
| PRESIDENT /TRAVEL | 10,000.00 |
| PUBLIC RELATIONS (Marketing, Giveaways) | 9,500.00 |
| SGA BANQUET | 6,000.00 |
| LOBBYING PROGRAM | 5,500.00 |
| RETREAT (2 Nights Summer) | 7,000.00 |
| ELECTIONS (Includes "Know Your Vote Newsletter") | 6,000.00 |
| ACADEMICS AFFAIRS | 600.00 |
| STUDENT SERVICES | 600.00 |
| STUDENT UNION BOARD | 600.00 |
| FINANCE COMMITTEE | 1,100.00 |
| INTERNS | 5,200.00 |
| REPRESENTATIVES DISC.(FINANCE COMM) | 20,000.00 |
| INT. STUDENT COMMITTEE | 1,000.00 |
| CONTINGENCY | 7,000.00 |
| SGA BROCHURES | 5,000.00 |
| CRAM JAM | 11,000.00 |
| SPECIAL EVENT (SGA WEEK) | 33,000.00 |
| UNIVERSITY EVENTS | 2,500.00 |
| JUDICIAL BOARD | 300.00 |
| CAMPUS LIFE COMMITTEE | 600.00 |
| MARTIN LUTHER KING | 500.00 |
| FIU - DAY | 4,000.00 |

Total Governing Council

147,000.00

CAMPUS LIFE-

57,500.00

STUDENT PROGRAMMING COMMITTEE-MAIN ACCOUNT

275,000.00

STUDENT ORGANIZATION COMMITTEE

175,000.00

HONOR'S COUNCIL

75,000.00

RESIDENCE HALL ASSOCIATION

37,000.00

U/PARK INTERNATIONAL STUDENT OFFICE

9,000.00

GREEK AFFAIRS OFFICE

35,000.00

NATIONAL PAN-HELLENIC COUNCIL

1,500.00

PANHELLENIC COUNCIL

1,500.00

INTERFRATERNITY COUNCIL

1,500.00

SUB-TOTAL GREEK AFFAIRS

39,500.00

STUDENT GOVERNMENT SPECIAL PROJECTS:

| | |
|--------------------------------------|-----------|
| Career Services | 4,000.00 |
| Debate | 14,000.00 |
| Model United Nations | 14,600.00 |
| Children Creative Center at FIU | 5,000.00 |
| GC - Student Gallery | 5,000.00 |
| GC - Computer Lab | 30,000.00 |
| GC - Rathskeller Programming | 4,000.00 |
| Student Bar Association Organization | 9,000.00 |

Total Student Government Special Projects

85,600.00

TOTAL STUDENT GOVERNMENT COUNCIL - UNIVERSITY PARK

1,119,081.00

UNIVERSITY PARK PROVISIO LANGUAGE

1. Council Chairpersons will be paid \$7.50/hr for 10 hr/wk for 52 weeks. The following councils are included: SOC, SPC, HONORS, GSA, RHA & PANTHER RAGE.

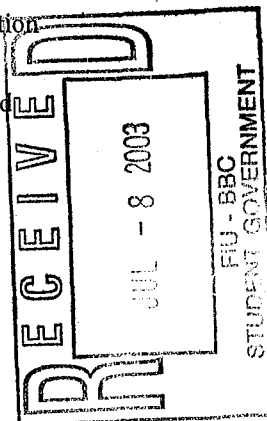
STUDENT GOVERNMENT COUNCIL - BISCAYNE BAY & BROWARD CAMPUSES

| | | |
|---|-----------|------------|
| B/B PAYROLL - OPS Salaries | | |
| Emoluments (1) | 29,221.00 | |
| Office Salaries | 34,600.00 | 63,821.00 |
| OFFICE OPERATIONS | | |
| Campus Life (8) | 22,000.00 | |
| SGC Main Office | 16,000.00 | |
| Career Services (2) | 4,905.00 | |
| International Student & Scholar Services (3) | 8,824.00 | |
| Women's Center | 4,000.00 | 55,729.00 |
| OPERATING EXPENSES | | |
| SGC RESERVE | 2,500.00 | |
| Executive Discretionary | 9,000.00 | |
| SGC Travel | 12,000.00 | |
| SGC General Fund | 24,000.00 | |
| Public Relations/Elections/Special Events (4) | 11,700.00 | |
| Student Services | 1,000.00 | |
| Academic Committee | 250.00 | |
| Computer Upgrades | 2,500.00 | |
| SGC Contingency | 4,000.00 | |
| Intern Program | 2,500.00 | |
| Retreat | 3,500.00 | |
| Senate Discretionary | 4,000.00 | |
| Total Office Accounts | | 76,950.00 |
| STUDENT ORGANIZATION COUNCIL | | 30,000.00 |
| STUDENT PROGRAM COUNCIL (5) | | 158,000.00 |
| BAY VISTA HALL COUNCIL (6) | | 11,000.00 |
| TRI-COUNCIL BUDGET | | 12,500.00 |
| SPECIAL PROJECTS | | |
| Black Tie Affair | 1,000.00 | |
| Diversity Awareness | 2,500.00 | |
| Fused Online Magazine (SJMC) | 15,000.00 | |
| Golden Stars Dance Team | 550.00 | |
| Police Appreciation Dinner | 1,200.00 | |
| PRSSA Conference (7) | 1,840.00 | 22,090.00 |
| BROWARD CAMPUS | | 27,000.00 |
| TOTAL OPERATING EXPENSES | | 457,090.00 |

TOTAL STUDENT GOVERNMENT COUNCIL - BISCAYNE BAY & BROWARD CAMPUSES 457,090.00

Biscayne Bay Proviso Language - 2003-2004

1. **Emoluments:** SOC and SPC shall be paid the wages: *President* President/Chair \$7.50/hr. up to 10 hours weekly, Vice Chair, Treasurer and Secretary \$6.00/hr up to 10 hours weekly. Bay Vista Hall Council shall receive a stipend in the following amounts to be paid bi-weekly: Vice Chair \$1,500 annually, Treasurer \$1,000 annually, and Secretary \$1,000 annually. Panther Power shall receive a stipend in the following amount to be paid *per semester* bi-weekly: Vice Chair \$1,000 annually.
2. **Career Service:** Allocation is to cover the following events: Business Etiquette Dinner (\$2,555), Career Fair (\$1,000), Dress for Success (\$350), and National Diversity Internship Fair (\$1,000)
3. **SSS:** Allocation is to cover the following events: Int'l Peer Mentors Program (\$4,500), Int's Student Orientation (\$3,124), Welcome Reception (\$800), Tour of Miami (\$400)
4. **PR/Elec./Event:** The allocation breakdown is as follows: Public Relations (\$4,000), Elections (\$4,700) and Special Events (\$3,000).
5. **SPC:** The Spring Fling Concert shall be budgeted at no less than \$35,000.
6. **Bay Vista Hall Council:** For the upgrade of the Bay Vista Housing computer lab, four (4) new computers shall be purchased with this allocated budget.
7. **PRSSA:** One time allocation of \$1,840 is to cover five members' trip to the PRSSA Nat'l Conference
8. **Campus Life:** Base funding of \$20,000. SGC Office Supplies will be covered by \$2,000.





FIU

FLORIDA INTERNATIONAL UNIVERSITY
Miami's public research university

Office of the Vice President

June 13, 2003

Ms. Jessica Morffi
SGC President, University Park

Mr. Adrian Carter
SGC President, BBC and Broward Center

Dear Jessica and Adrian,

I received your A&S budget proposal for 2003-2004, approved by each of you and covering the budgets for University Park, Biscayne Bay/Broward, and University-Wide items. It is obvious that this budget dealt with complex issues that appear to have been decided in an equitable manner. Although the increase of dollars was minimal, it appears to be a fair distribution of funds.

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I have shared your budget proposal with President Maidique and he concurs with my recommendation for approval of the 2003-2004 A&S budget.

I also look forward to the coming year and expect it to be an exciting one.

Sincerely,


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Patricia Telles-Irvin
Vice President, Student Affairs and Human Resources
Vice Provost, Academic Affairs

Division of Student Affairs and Human Resources
University Park Campus, Miami, FL 33199 • Tel: 305-348-2797 • Fax: 305-348-1957 • www.fiu.edu

MEMORANDUM

TO: President Modesto A. Maidique

FROM: Patricia Telles-Irvin, Ed.D. 
Vice President, Student Affairs and Human Resources
Vice Provost, Academic Affairs

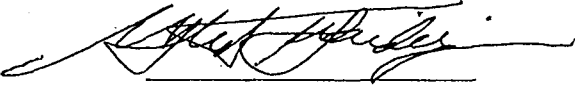
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Student Government Association has done a responsible job in allocating the resources that the A&S fees provide. I am therefore recommending that you approve the budget.

Please call me if you have any questions.


Modesto A. Maidique
Approved

Attachment



Florida International University

Student Government Association

May 28, 2002

Dr. Patricia Telles-Irvin
Vice President of Student Affairs and Human Resources
Vice Provost of Academic Affairs

Dear Dr. Telles-Irvin,

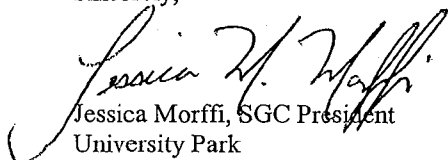
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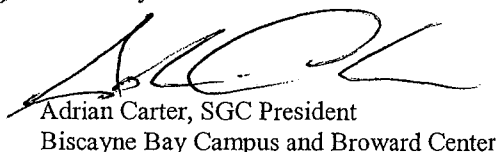
Nevertheless, the SGA is confident that it has done an exceptional job in allocating funds for the 2003-04 fiscal year under the current budget circumstance. We did our best to allocate the activity and services fees in an efficient and student friendly manner. It is our opinion that these allocations will be in the best interests of the students and the university.

In conclusion, we hope that you, as we do, find the allocations sufficient for the servicing of the student body. We look forward to the approval of the budget within 15 days of being presented this packet or the SGA will consider the budget automatically approved as is. Thank you for your hard work in this budgetary process and the Student Government Association looks forward to the wonderful year ahead of us.

GO GOLD!

Sincerely,


Jessica Morffi, SGC President
University Park


Adrian Carter, SGC President
Biscayne Bay Campus and Broward Center

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Equal Opportunity/Equal Access Employer and Institute

*STUDENT GOVERNMENT ASSOCIATION
SUMMARY
Activities and Service Fees Budget
2003-2004*

REVENUE SOURCES

ESTIMATED FEES 7,126,593.00

| | |
|--------------------------------------|---------------------|
| GRAND TOTAL - REVENUE SOURCES | 7,126,593.00 |
|--------------------------------------|---------------------|

USES OF REVENUE

FIXED EXPENSES- PAYROLL SALARIES A&P AND USPS 1,144,025.00

ONE TIME LOAN ALLOCATION 179,000.00

STUDENT GOVERNMENT ASSOCIATION - UNIVERSITY WIDE

| | | |
|-----------------------|--------------|--------------|
| OPERATING EXPENSES | 1,226,550.00 | |
| TRANSFERS | 2,870,847.00 | |
| SUMMER RESERVE | 30,000.00 | |
| OVERHEAD | 100,000.00 | |
| Total University Wide | | 4,227,397.00 |

STUDENT GOVERNMENT COUNCIL - UNIVERSITY PARK

| | | |
|-----------------------|--------------|--------------|
| OPERATING EXPENSES | 1,119,081.00 | |
| Total University Park | | 1,119,081.00 |

STUDENT GOVERNMENT COUNCIL - BISCAYNE BAY & BROWARD CAMPUS

| | | |
|---------------------------------------|------------|------------|
| OPERATING EXPENSES | 457,090.00 | |
| Total Biscayne Bay & Broward Campuses | | 457,090.00 |

| | |
|--------------------------------------|---------------------|
| GRAND TOTAL - USES OF REVENUE | 7,126,593.00 |
|--------------------------------------|---------------------|

| | | |
|---|------------|------------------|
| OPERATING EXPENSES | | |
| FSA FEE | | 27,000.00 |
| MEDIA : | | |
| RADIO STATION - (3) | 123,000.00 | |
| STUDENT HANDBOOK | 68,250.00 | |
| BEACON | 128,000.00 | |
| Total Media | | 319,250.00 |
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| CENTER FOR LEADERSHIP | | 33,500.00 |
| MULTIFAITH COUNCIL | | 6,000.00 |
| GRADUATE STUDENTS | | 100,000.00 |
| EMOLUMENTS: | | |
| U/P Emoluments | 100,000.00 | |
| BBC Emoluments | 100,000.00 | |
| Total Emoluments | | 200,000.00 |
| HOMECOMING (2) | | 100,000.00 |
| UNIVERSITY LECTURE COMMITTEE (Speaker's Bureau) (4) | | 80,000.00 |
| SGA-SPIRIT | | |
| Dazzlers | 9,500.00 | |
| Panther Power | 23,000.00 | |
| Panther Rage | 30,500.00 | |
| Total SGA-Spirit | | 63,000.00 |
| PEACE DIVERSITY | | 19,000.00 |
| STUDENT AMBASSADORS | | 26,000.00 |
| STUDENT LIFE AWARDS | | 12,000.00 |
| VOLUNTEER ACTION CENTER | | 51,500.00 |
| MARCHING BAND | | 100,000.00 |
| JUDICIAL & MEDIATION SERVICES | | 1,300.00 |
| WRITING ACROSS THE DISCIPLINES | | 2,000.00 |
| TOTAL OPERATING EXPENSES | | 1,226,550.00 |

TRANSFERS:

STUDENT CENTERS:

| | |
|--------------------------|--------------|
| Graham University Center | 1,092,000.00 |
| Wolfe University Center | 889,647.00 |

| | |
|------------------------|--------------|
| Total Student Centers: | 1,981,647.00 |
|------------------------|--------------|

RECREATIONAL SPORTS:

| | |
|-------------------------|------------|
| U/P Recreational Sports | 480,500.00 |
| U/P Pool | 62,000.00 |
| B/B Recreational Sports | 145,000.00 |
| B/B Pool (1) | 200,000.00 |

| | |
|-------------------------------------|------------|
| Total Recreational Sports Accounts: | 887,500.00 |
|-------------------------------------|------------|

| | |
|--|----------|
| UW-RECREATIONAL SPORTS RESERVE EQUIPMENT ACCOUNT | 1,700.00 |
|--|----------|

| | |
|-----------------|--------------|
| TOTAL TRANSFERS | 2,870,847.00 |
|-----------------|--------------|

| | |
|----------------|-----------|
| SUMMER RESERVE | 30,000.00 |
|----------------|-----------|

| | |
|----------|------------|
| OVERHEAD | 100,000.00 |
|----------|------------|

| | |
|--|--------------|
| TOTAL - STUDENT GOVERNMENT UNIVERSITY WIDE | 4,227,397.00 |
|--|--------------|

UNIVERSITY WIDE 2003-2004 PROVISIO LANGUAGE

1. **BBC Recreationa. Aquatic Center:** Recommend purchase of a pool tarp.

2. **HOMECOMING:** The Homecoming Committee shall distribute the \$100,000 allocation according to the following:
75% for U/Park and 25% for BBC.

3. **WRGP Radiate 88.7 FM:** Upon approval by the FCC a proposal shall be submitted to both Student Government Councils to cover the cost of the Translator phone, Translator, and Consulting Engineer.

4. **University Lecture Committee:** The Lecture Committee is to provide at least one speaker for each campus. The Student Government recommends that in the event that there are two major lectures, one should be held at each campus.

5. **The SGA Student Body President and Comptrollers shall be notified of any fluctuation above or below the 2002-2003 projected revenue.**

STUDENT GOVERNMENT COUNCIL - UNIVERSITY PARK

OPERATING EXPENSES

| | |
|---------------------------------|------------|
| OFFICE ACCOUNTS | |
| SGA- MAIN OFFICE | 30,000.00 |
| SGA - PUBLICATIONS | 22,500.00 |
| SGA- CAMPUS LIFE | 111,300.00 |
| SGA - RESERVE EMOLUMENT ACCOUNT | 18,681.00 |
| A&S BUSINESS OFFICE | 36,000.00 |

Total Office Accounts

218,481.00 218,481.00

GOVERNING COUNCIL OPERATING ACCOUNTS

| | |
|--|-----------|
| PRESIDENT DISCRETIONARY | 10,000.00 |
| PRESIDENT /TRAVEL | 10,000.00 |
| PUBLIC RELATIONS (Marketing, Giveaways) | 9,500.00 |
| SGA BANQUET | 6,000.00 |
| LOBBYING PROGRAM | 5,500.00 |
| RETREAT (2 Nights Summer) | 7,000.00 |
| ELECTIONS (Includes "Know Your Vote Newsletter") | 6,000.00 |
| ACADEMICS AFFAIRS | 600.00 |
| STUDENT SERVICES | 600.00 |
| STUDENT UNION BOARD | 600.00 |
| FINANCE COMMITTEE | 1,100.00 |
| INTERNS | 5,200.00 |
| REPRESENTATIVES DISC.(FINANCE COMM) | 20,000.00 |
| JNT. STUDENT COMMITTEE | 1,000.00 |
| CONTINGENCY | 7,000.00 |
| SGA BROCHURES | 5,000.00 |
| CRAM JAM | 11,000.00 |
| SPECIAL EVENT (SGA WEEK) | 33,000.00 |
| UNIVERSITY EVENTS | 2,500.00 |
| JUDICIAL BOARD | 300.00 |
| CAMPUS LIFE COMMITTEE | 600.00 |
| MARTIN LUTHER KING | 500.00 |
| FIU - DAY | 4,000.00 |

Total Governing Council

147,000.00

CAMPUS LIFE-

57,500.00

STUDENT PROGRAMMING COMMITTEE-MAIN ACCOUNT

275,000.00

STUDENT ORGANIZATION COMMITTEE

175,000.00

HONOR'S COUNCIL

75,000.00

RESIDENCE HALL ASSOCIATION

37,000.00

U/PARK INTERNATIONAL STUDENT OFFICE

9,000.00

GREEK AFFAIRS OFFICE

35,000.00

NATIONAL PAN-HELLENIC COUNCIL

1,500.00

PANHELLENIC COUNCIL

1,500.00

INTERFRATERNITY COUNCIL

1,500.00

SUB-TOTAL GREEK AFFAIRS

39,500.00

STUDENT GOVERNMENT SPECIAL PROJECTS:

| | |
|--------------------------------------|-----------|
| Career Services | 4,000.00 |
| Debate | 14,000.00 |
| Model United Nations | 14,600.00 |
| Children Creative Center at FIU | 5,000.00 |
| GC - Student Gallery | 5,000.00 |
| GC - Computer Lab | 30,000.00 |
| GC - Rathskeller Programming | 4,000.00 |
| Student Bar Association Organization | 9,000.00 |

Total Student Government Special Projects

85,600.00

TOTAL STUDENT GOVERNMENT COUNCIL - UNIVERSITY PARK

1,119,081.00

UNIVERSITY PARK PROVISIO LANGUAGE

1. Council Chairpersons will be paid \$7.50/hr for 10 hr/wk for 52 weeks. The following councils are included: SOC, SPC, HONORS, GSA, RHA & PANTHER RAGE.

Nicaise FYI

MEMORANDUM

To: University Community

From: Judith Weech
Director, Purchasing Services

Subject: YEAR-END PROCEDURES & DEADLINES FOR
FISCAL YEAR 2003-2004

The following information is provided to alert the University Community to fiscal year end procedures and deadlines due to devolution and the implementation of PantherSoft.

Please read each category carefully as they have changed from previous years.

MARCH 31 LAST DAY TO USE OLD PROCUREMENT CARD- No charges from old card Numbers will be accepted. Provide your new procurement card numbers to those vendors that may be processing recurring charges on your card. (Subscriptions, memberships, cell phone service etc.)

MARCH 31 LAST DAY TO PROCESS TRAVEL ADVANCES THROUGH FLAIR- Due to devolution the State Comptroller has established this deadline.

APRIL 7 CROSS CATEGORY BUDGET TRANSFERS- All requests for transfer between budget categories within the same fund (Salary to OPS, Expense to OCO, etc.) must be sent to the University Budget Office. This will require each department to review budget and expenditures to date and estimate budget requirements to year-end. Budgets by category should appear as desired for June 30, 2004. You can still transfer between accounts within the same category until April 30, 2004.

APRIL 16 BID DEADLINE- General Revenue Fund Purchases – OCO and Expense Bid Specifications – deadline for all requests requiring bids are to be submitted to the Purchasing Department.

MAY 03 PURCHASING CARD CHARGES – Charges made after this date may be charged to your 2004-2005 budget allocation.

MAY 03 REQUISITIONS – All requisitions for purchases from 2003- 2004 budget must be in the Purchasing Department by this date.

MAY 14 TRANSFERS BETWEEN FUNDS – All corrections to the ledger must be submitted to the Controller's Office by this date. Transfer of charges will not be processed after this date.

JUNE 03 UNCLAIMED PAYROLL AND EXPENSE CHECKS – All unclaimed expenses checks must be returned to the Controller's Office, Disbursement Section for