

Florida International University
Student Government Association
Activity and Service Fee
Accumulated Cash Balance and Deferred Maintenance Policy and
Room Rental Funding Balance

Approved: March, 2021

Amended: March, 2024

Outline:

- I. Purpose
- II. Structure
- III. Deferred Maintenance Account
- IV. Replenishment
- V. Criteria for Use of Funds
- VI. Procedures to Access Funds
- VII. Special Provision
- VIII. Timing
- IX. Notification of Funding
- X. Reporting – Deferred Maintenance
- XI. Room Rental Funding
- XII. Amendment Procedures for this Policy

Accumulated Cash Balance and Deferred Maintenance Policy

I. Purpose

The purpose of the Activity and Service Fee Accumulated Cash Balance and Deferred Maintenance Policy is to designate dedicated funding for the specific purpose of: 1) an emergency cash reserve; 2) an SGA contingency cash reserve named the SGA Accumulated Cash Balance (ACB), for special, unplanned investment or expenditure opportunities; and 3) an account to address deferred maintenance items for CITF constructed structures (Graham Center, Wolfe University Center, Wellness and Recreation Center at MMC and BBC and the BBC Pool).

This document must be continuously posted on the SGA website and the ASBO website to ensure transparency and accessibility of information.

II. Structure

Collection of Student Fees: Collections of student A&S fees are deposited into a central activity number and this activity number is not used for operations. The Central (Deposit) activity number is the repository for the collection of all student A&S fees and is to remain intact so that funds could be disbursed per the SGA Annual Allocation and under the SGA Statutes and Finance Code. Additional activity numbers include the Main Reserve, the Deferred Maintenance, and the SGA ACB.

Deferred Maintenance: The Deferred Maintenance activity number is dedicated to address projects and repairs for the timely and continuous maintenance of CITF structures.

SGA ACB: The SGA ACB is to be used by the Student Government Association for special, unplanned investment or expenditure opportunities. It is stewarded by the A&S Business Office and is viewable by SGA via the A&S Business Office.

Main Reserve: The Main Reserve account is used for the purpose of unforeseen emergencies, budget deficiencies, and things which benefit the student body but have no other way of receiving funding. The person in charge of this account is the Chief Student Affairs Officer of the University (CSAO), who is required to inform the Student Government Association (SGA) of the intention to use Main Reserve funds.

III. Deferred Maintenance Account

The Deferred Maintenance Account exists to address continuous maintenance and repair items in the Division of Academic and Student Affairs for CITF buildings. All deferred maintenance requests for funds must be addressed through this process. Requests for deferred maintenance projects need the approval of the Chief Student Affairs Officer and the Student Body President.

Deferred Maintenance funds remain in an activity number established to address A&S deferred/preventive maintenance issues and shall not be transferred to departments for their use to address maintenance issues. The fund balance will carry-over from one year to the next. The proposed uses and expenditure history of the activity number must be placed on the Activity and Service Business Office website to ensure transparency of the use of the funds.

Approval from the Student Body President is needed to determine the use of all Deferred Maintenance funds, except in emergency cases for life safety considerations. The A&S Business Office, under the supervision of the Chief Student Affairs Officer, has stewardship of the Deferred Maintenance activity

number. The identified uses for the funds will be determined by the Chief Student Affairs Officer and presented to the Student Body President to gain consensus. Approval from the Activity & Service Business Office (ASBO) is not needed to determine the use of the Deferred Maintenance funds, but once the use is determined, the Chief Student Affairs Officer must work with the ASBO Office to process expenditures from the established activity number for this purpose.

If a deferred maintenance situation is deemed an emergency and the fund balance in the Deferred Maintenance activity number is insufficient to address the cost to address the item, a request can be made to the Chief Student Affairs Officer for funding from the Main Reserve to address such emergency repair.

IV. Replenishment

After the close of the fiscal year, the monies remaining in Fund 451 departments will be swept. The Deferred Maintenance, SGA ACB, and Main Reserve will be replenished in the order as follows:

1. Deferred Maintenance
2. SGA ACB
3. Main Reserve

1. Deferred Maintenance:

From the funds that are swept, the amounts that came from the A&S activity numbers for the MMC and BBC Wellness and Recreation Center (including the pool), the Graham Center, the Wolfe University Center, and Campus Life will be added to the balance in the Deferred Maintenance activity number.

2. SGA ACB

After the replenishment of Deferred Maintenance, the funds remaining in the A&S activity numbers for SGA and GPSC will be deposited into the SGA ACB. Funding remaining after that will be distributed as 50% for the SGA ACB and the remaining 50% to the Main Reserve.

The SGA ACB account balance will be reviewed during the budget allocation process. There is no maximum for the ACB account and any remaining balance in the SGA ACB account as of June 30 will remain in the account.

3. Main Reserve:

Off the Top Beginning of each fiscal year:

Every year 0.5% of the annual A&S revenue projection for the year will be taken from the top of the projected revenues to be deposited into the Main Reserve.

End of Year:

After the replenishment of Deferred Maintenance, the SGA ACB will be replenished from the funds remaining for SGA and GPSC. After that, funding remaining will be distributed as 50% for the SGA ACB and the remaining 50% to the Main Reserve.

V. Criteria for Use of Funds

A. Deferred Maintenance:

The Chief Student Affairs Officer, in collaboration with the Student Government Association, the Director of Facilities Planning for the Division of Academic and Student Affairs, and CITF building directors, will identify and prioritize deferred maintenance projects. All expenditures out of the Deferred Maintenance account must be authorized by the Student Body President.

The Activity and Service Business Office is responsible for the accounting, processing of expenditures of these funds, and maintenance of budget/expenditure through the ASBO website.

B. Main Reserve:

This account is held by the Chief Student Affairs Officer of the University, who is responsible for the determination of instances for use of the funds. SGA must be notified of the intention to use funds from the Main Reserve before Main Reserve funds are spent. In the event of an emergency, the Chief Student Affairs Officer shall notify the appropriate SGA representatives of the intended use of the funds.

C. SGA ACB :

1. Funding cannot be used for personnel hires.
2. Funding can only be used for non-recurring (one-time) purposes.
3. Items cannot be funded if they are identical to a request presented at the annual budget hearing or currently funded by the current A&S fiscal year, except when extenuating circumstances warrant an exception.
4. All approved short-term projects/expenditures must be made within the fiscal year and adhere to Purchasing and/or Controller's Office deadlines and requirements.
5. SGA shall establish internal procedures for the expenditure of the ACB account.
6. Any request totaling more than \$5,000 requires the approval of the Chief Student Affairs Officer or designee.

VI. Procedures to Access Funds

Deferred Maintenance:

A list of the anticipated projects with estimated costs (with vendor price quotations) will be presented to the Student Body President in November of each year. The Chief Student Affairs Officer and the Student Body President will jointly determine the priority of the approved projects in relation to available resources and urgency of needs amongst the various CITF buildings/structures. After meeting and gaining consensus with the Student Body President, the Chief Student Affairs Officer will work with the A&S Business Office for processing the expenditures of these funds. The Chief Student Affairs Officer must provide SGA (at their annual budget process) a report of the status of the intended projects and fund utilization.

Main Reserve:

If expenditure is an emergency: The Chief Student Affairs Officer is authorized to make necessary expenditures and notify SGA of such expenditures as soon as possible.

An emergency shall be defined as an unforeseen or unplanned event or occurrence that requires immediate action in order to preserve the health, life, or safety of persons in A&S funded buildings, as well as instances that require immediate action and funding in order to preserve the structural integrity of A&S funded buildings.

If expenditure is for a non-emergency purpose: The Chief Student Affairs Officer shall discuss the intended use of the funds with the Student Body President and secure mutual agreement on the use of funds.

SGA ACB:

- Step 1: All proposals must be approved in accordance with SGA's internally established policy for authorization of expenditure of the ACB account.
- Step 2: Once the proposal has received approval from SGA, any request above \$5,000 will be sent to the Chief Student Affairs Officer or designee for review and approval. The Chief Student Affairs Officer shall have 15 school days from the date of approval to act on the expenditure recommendations, which shall be deemed approved if no action is taken within 15 school days. If any line item or portion thereof within the expenditure is vetoed, the Chief Student Affairs Officer shall have 15 school days to make new expenditure recommendations for the vetoed portion of the proposal.
- Step 3: Once the Chief Student Affairs Officer has approved the expenditure, the decision is given to the representative from the Activity and Service Business Office for processing.
- Step 4: Upon the final approval by the Chief Student Affairs Officer and SGA, the A&S Business Office will be contacted of the approved appropriations. The A&S Business Office will notify the requestor of the final decision that was made on their request. If approved, and there are any specifications or proviso language, the A&S Business Office will have it specified in the notification letter. If denied, the A&S Business Office will advise the requestor of whom to contact to receive further information regarding the denial. All decisions are final; there is no appeal process.

VII. Special Provision

Funds in the Deferred Maintenance, Main Reserve and the SGA ACB account will not be swept up at the end of the year as other remaining balances in the 451 funds. Funding will continue from one year in case there is a need to address possible high-cost needs.

VIII. Timing

An application for SGA ACB funding shall be available for a period of time as determined by the Student Body President each year. Should a proposal be approved, it shall be heard at the appropriate SGA meeting expeditiously. Should a need for emergency funding present itself, the application can be opened on a case-by-case basis as determined by the Student Body President.

IX. Notification of Funding

SGA:

The Student Body President and SGA Comptroller must be informed of all funds that were swept into the Deferred Maintenance, SGA ACB, and Main Reserve funds once the FIU Controller's Office has completed year-end accounting after the close of each fiscal year. The A&S Business Office will present this information in the form of a report containing the exact amounts available in each account, which shall also specify the amount within each account that was swept from the immediately concluded fiscal year, the individual entities from which each amount of money was swept, and how much was swept from each entity.

Deferred Maintenance:

The A&S Business Office will issue the annual budget for the Deferred Maintenance account once the FIU Controller's Office has completed year-end accounting. The A&S Business Office will notify SGA and the Chief Student Affairs Officer of available funding.

X. Reporting – Deferred Maintenance

The Chief Student Affairs Officer or their designee must annually report to SGA, at the yearly SGA Budget Allocation process, of the progress being made on deferred maintenance initiatives.

XI. Room Rental Funding

The Student Government Association determines a yearly allocation for room rentals through the annual SGA Budget Allocation process. Any unused balance in the Room Rental line on June 30 of each year shall remain in the account and be carried-forward to the next fiscal year.

If the balance for room rentals ever reaches a \$0 balance, a request can be made for replenishment from the SGA ACB.

The Student Government Association shall be informed of funds available in the Room Rental account on a quarterly basis. At the conclusion of each fiscal year, the Student Government Association shall be informed of the amount remaining in the Room Rental account that has carried forward into the new fiscal year.

XII. Amendment Procedures for this Policy

This document may be amended with the agreement of the Student Body President and the Chief Student Affairs Officer. It is recommended that the A&S Business Office and the Office of Finance and Administration be consulted in the process of amending this policy.

The whole of the Student Senate shall be forwarded a copy of the amended document as soon as the amendments are finalized.