


# PROCEDURE

<b>Subject</b>	<b>Student Activity Budget Review (SABR) Committee</b>	<b>Number:</b> 5.17.01
	Page 1 of 2	
<b>Source</b>	Vice President, Finance & Administration	<b>Reference (Rule #)</b> 6HX14-5.17
<b>President's Approval/Date:</b> 06/21/2016		

**PURPOSE**

To establish procedures by which students and college staff jointly prepare the annual student activity budget, and the allocation/disbursement of the funds from the student activity and service fee.

**PROCEDURE**

The Student Activity Budget Review (SABR) Committee oversees the development and expenditure process of the budget funded from the student activity and service fee.

A. Membership

The SABR Committee is comprised of the following members with the majority of the membership comprised of currently enrolled students.

- Vice President, Finance & Administration, Chair (non-voting member)
- SGA President (Bradenton)
- SGA President (Venice)
- SGA Vice President (Bradenton)
- SGA Vice President / SGA InterClub Council (ICC) President (Venice)
- SGA Secretary/Treasurer (Bradenton)
- SGA Secretary/Treasurer (Venice)
- SGA InterClub Council (ICC) President (Bradenton)
- SGA Chief Justice (Bradenton)
- SGA Chief Justice (Venice)
- Student Athlete
- InterClub Council Member (Bradenton) – 2 positions
- InterClub Council Member (Venice) – 2 positions
- Baccalaureate Degree Seeking Student – 2 positions
- Faculty Representative (one year; elected by faculty)
- Faculty/Staff Appointment from VP, Academic Affairs
- Athletic Director
- Coordinator, Student Life (Bradenton)
- Advisor, Student Life (Venice)
- Financial Services Manager, ex-officio
- Executive Assistant to the Vice President, Finance & Administration, Recording Secretary (non-voting member)
- Staff Assistant II, Student Life, Budget Supervisor (non-voting member)

B. Notification of Proceedings

1. All SABR Committee meetings are open to the public pursuant to Florida Government-in-the-Sunshine Law.

2. All SABR Committee meetings will be announced through the SCF Student Life Website, public bulletin boards at each official College site, and Student Government Association meetings.
3. Minutes of the SABR Committee proceedings will be recorded and distributed to 1) all SABR Committee Members, 2) all Student Government Executive Committee members, 3) advisors of all SABR approved student clubs/organizations, and 4) the Offices of the Vice President of Business and Administrative Services and College President. All minutes of the SABR Committee proceedings will be posted on public bulletin boards at each official College site.

#### C. Annual Budget Development

1. The SABR Committee will develop *Budget Assumptions & Objectives* in support of the College's Strategic Plan as the basis for the allocation of the anticipated funds generated from the student activity fee.
2. Parameters for allocating anticipated available funds will be established through a simple majority vote of the SABR Committee members present at the budget preparation and development meeting(s) prior to the review of budget requests from clubs, organizations, and College departments.
3. Clubs, organizations, and departments allocated funds during the current fiscal year will be required to complete specific documentation as described in the Student Organization Handbook to be eligible for allocation consideration in the next fiscal year.
4. Requests from new clubs, organizations, and/or College departments will be given consideration for funding. Specific allocations must be approved by a simple majority vote of the SABR Committee members present at the designated budget preparation and development meeting(s).
5. Specific allocations must be approved by a simple majority vote of the SABR Committee members present at the designated budget preparation and development meeting(s) where a quorum of voting members is present.
6. The SABR prepared budget will be forwarded to the College President for approval through established College budget preparation and approval process.

#### D. Current Fiscal Year Budget Disbursements

1. The SABR Committee will establish a minimum of three official dates for meetings during the academic year to allocate any unexpended and available student activity funds. The meetings will be scheduled in September, November, and January/February of each academic year. Additional meetings to allocate available funds may be requested through approval of the respective campus Student Government Associations and/or the chair of SABR.
2. Allocations in the current fiscal year will be based upon the SABR approved *Budget Assumptions & Objectives* developed during the SABR budget preparation and development process.
3. Parameters for allocating funds in the current fiscal year should reflect the initial allocation parameters established during the SABR budget preparation and development process.
4. Only clubs, organizations, and College departments that meet the requirements for SABR Committee funding consideration (as documented in the Student Organization Handbook) will be allocated new funds or provided access to expend previously allocated funds.