

**STAFF SENATE  
PASSED**

**STAFF SENATE BILL #39**

**Title: Staff Senate Finance Committee Update**  
**Date: March 7, 2011**  
**Author: Senator Lori Dockter, Senator Aimee Appelhans**  
**Sponsors: Senator Jamie Le Jambre, Senator Kathi Zubrod**

1 WHEREAS, the Staff Senate Finance Committee is responsible for the financial oversight and  
2 budget of the Staff Senate, and;  
3 WHEREAS, working together the Finance Committee and the Staff Senate Office Assistant, Sr.  
4 shall oversee and verify the financial expenditures and paperwork of the Staff Senate, and;  
5 WHEREAS, clearly defined functions and powers of every committee are necessary to ensure  
6 adequate knowledge of duties and best practices are passed to future Staff Senate bodies, and;  
7 WHEREAS, the duties of the Budget Officer are carried out in accordance with the functions and  
8 powers of the Finance Committee;  
9 THEREFORE, be it enacted that Article IV, Section 1, Subsection F of the Rules and Procedures  
10 of the University of Wyoming Staff Senate be updated as outlined in Addendum A, and;  
11 THEREFORE, be it further enacted that the Staff Senate Financial Policy be established as  
12 outlined in Addendum B, and;  
13 THEREFORE, be it further enacted that the position of Budget Officer be dissolved at the end of  
14 the current term and Article III, Section 6 of the Rules and Procedures of the University of  
15 Wyoming Staff Senate be removed.

**Date of Passage:** April 13, 2011

**“Being enacted on** 4/13/11 **I do hereby sign my name hereto and approve this**  
**Senate action.”** Stacy Lane

**Staff Senate President, Stacy Lane**

## Addendum A

### F. Finance Committee

1. Function - The Committee shall oversee financial activity of the Staff Senate. The Committee shall create a budget for each fiscal year to be presented for approval by Staff Senate at the September meeting, review and provide reports on the expenditures of the past quarter, provide a final report of all expenditures at the end of the fiscal year, and perform other duties outlined in the Finance Policy of the University of Wyoming Staff Senate.
2. Powers - The Committee shall oversee the processing of field purchase orders, payment requests, interdepartmental requests, and procurement card reconciliation. The committee may appoint and charge subcommittees as necessary to conduct business in a timely and efficient manner.
3. Membership - The committee shall have a minimum of five members, one member elected by the Committee and approved by the President to serve as the chairperson. At least one member of the committee must have completed, or complete by October 1<sup>st</sup>, training in P-Card reconciliation. The Associate Vice President for Fiscal Administration, or their designee, shall be an ex officio member of the committee.

## **Financial Policy of the University of Wyoming Staff Senate**

### **Preamble**

This Financial Policy is established by the members of the University of Wyoming (UW) Staff Senate in accordance with the Staff Senate bylaws and other recognized University Regulations to govern the use of Staff Senate funds and other financial decisions of the Senate.

### **Section 1. Introduction**

- A. This Policy shall provide information on all funds allocated to the Staff Senate and clear policies and procedures for the use and/or maintenance of these funds.
- B. This Policy is governed by University Regulations and directives, and is administered and maintained by the Staff Senate Finance Committee.
- C. Changes or additions to this Policy shall require a two-thirds affirmative vote of the Staff Senate.
- D. The fiscal year of the Staff Senate for the purpose of administration of finances is defined as July 1<sup>st</sup> through June 30<sup>th</sup>.
- E. The promotion of Staff Senate, adherence to Staff Senate goals and mission, and advocacy and recognition of staff shall be considered for all expenditures from Staff Senate funds.

### **Section 2. Budget Procedure**

It is the responsibility of the Staff Senate Finance Committee to prepare and submit an annual budget to the Staff Senate and the Vice President of Administration. To aid the Committee in this duty, the following procedures shall be followed:

- A. The Staff Senate Office Assistant, Sr. will submit a budget to the Finance Committee for office related purchases (i.e. paper, printer supplies, phone/network fees, promotional items).
- B. The Vice President will submit a budget to the Finance Committee for community events related purchases.
- C. Each Staff Senate committee will submit a budget to the Finance Committee.
  - 1. The current chair of each committee will submit a proposed budget near the end of the fiscal year in June.
  - 2. In the beginning of the new fiscal year, each committee will review the proposed budget from the previous committee chair and the new committee chair will submit changes to the Finance Committee by August 15th.
- D. The Finance Committee will compile all committee and Senate staff budget requests into one itemized budget proposal for approval by the Staff Senate at the September meeting of the full Senate.

- E. In the event that a committee project or duty will result in the committee exceeding its budget, the committee chair will notify the Finance Committee, who will determine the course of action.
- F. The Finance Committee chair will prepare monthly financial reports to indicate the status of Senate funds and present the reports monthly at Executive Committee meetings and quarterly at full Senate meetings.

### **Section 3. Account Usage**

- A. In accordance with Wyoming Constitution Article 3, § 36, the Staff Senate shall not use [Section 1 and Section 2] funds for charitable purposes, including charitable fund-raising activities. The Wyoming State Constitution does not allow the state to bestow gifts on individuals. Payment cannot be allowed for:
  - 1. Expenses that are not allowed include:
    - a. Donations
    - b. Flowers.
    - c. Expenses for funerals.
    - d. Personal membership in social, professional or fraternal organizations unless the membership is required by specific job description.
    - e. Expenses related to social events for retiring employee.
    - f. Expenses for refreshments for employee or guest consumption unless directly related to a university business purpose.
    - g. Purchase of alcohol.
- B. The allowed and disallowed use of Staff Senate Foundation discretionary funds shall follow the guidelines below, in accordance with the Foundation Discretionary Guidelines.
  - 1. Expenses that are not allowed include, but are not limited to, the following:
    - a. Any Expenses that can be paid by the University (For example: flowers or decorations for a UW event)
    - b. Gift Certificates
    - c. Monetary Awards/Compensation to UW employees or students
    - d. Personal Expenses
    - e. Moving Expenses (must go through UW Accounts Payable)
  - 2. Expenses that are allowed include, but are not limited to, the following:
    - a. Recognition gifts for donors, employees or students (plaques, flowers, non-monetary items)
    - b. Flowers given to individuals (such as funeral arrangements) or for events honoring an individual.
    - c. Expenses related to UW retirements and departmental Christmas parties (catering, liquor, musicians)
      - i. Any service/contract payment must be accompanied by a W-9
      - ii. Any payment for food or liquor must be accompanied by a list of attendees and the invitation/announcement of the event
- C. Organizations seeking financial support of the Staff Senate must recognize Staff Senate as a supporter or sponsor if funds are allocated to that organization.

#### **Section 4. Bill Payment:**

- A. The Office Assistant, Sr., will complete the appropriate forms for payment of all bills and outstanding items.
- B. Original invoices must be submitted to the Office Assistant, Sr. within 10 business days, following the events. Copies (electronic or paper) of all invoices for the month will be reviewed by the Finance Committee chair at the end of each month.
- C. The Staff Senate is eligible for one Procurement Card (P-Card) to be used for business purposes.
  1. This P-Card is issued to the Office Assistant, Sr., he/she is the only person allowed to make purchases with the card.
  2. All expenditures using the P-Card will follow regulations defined by Procurement Services and must be accompanied with itemized receipts.
  3. The Assistant to the Vice President of Administration shall be designated as the primary reconciler of the P-Card; the Coordinator of Financial services will serve as the secondary reconciler.
  4. Monthly reports of these expenditures will be provided to the Finance Committee for review.

#### **Section 5. Section I Accounts/Funds**

Staff Senate has control over Section I funds. These funds must be spent by the end of the biennium; any balance remaining in these funds is returned to the Vice President of Administration.

- A. General Office Budget (Account #1100-12405) - This account is used to pay the Staff Senate Office Assistant, Sr. salary and for miscellaneous office supplies, telecom bills, and to fund the Staff Senate retreat/new senator orientation.
- B. Staff Council Recognition (Account #1100-16356) - This account is used to cover Staff Recognition expenses, including but not limited to years of service awards, annual award plaques, catering, venue fees, decorations, and advertising. This account cannot be used to purchase door prizes given away at the event.

#### **Section 6. Section II Account/Fund**

The Staff Senate revolving accounts are carried over from one fiscal year to the next.

- A. Staff Senate Fundraising (Account #1700-13343) – This is a holding account for all monies received by Staff Senate from various events/projects throughout the year. All funds collected shall be handled in accordance with the University of Wyoming cash handling policies and procedures and shall be deposited in the account through the Cashiers' Office. Any amount in this account in excess of \$3000 will be rolled into the permanent endowment fund (Account #4400-14490) at the end of the fiscal year.
- B. Equipment Exchange (Account #1801-13604) – Any funds derived from sales of property will be deposited into this account held by the UW Accounting Office. Any funds deposited by the Staff Senate can only be used for furniture or equipment.

#### **Section 7. Staff Senate Foundation Accounts**

Additional information regarding these accounts can be obtained by contacting the UW Foundation.

- A. Humphrey Inspiration Award (Account #00024) - This account was created from a gift of the family of Jodi K Humphrey. This money is not a permanent fund; when the funds are diminished the award will cease.
- B. Meyer Family Recognition (Account #1600-12899) — This account is used to pay for the Meyer Family Outstanding Staff Service Award. The Staff Senate shall be responsible for defining the details of the award, including the number of awards presented each year, the amount of the award(s), and eligibility, selection criteria, and nomination process for determining award recipients.
- C. Staff Council Trust for Recognition of Staff (Account #4400-14490) — This account is used to pay for the recognition of staff. The only expendable income from this account is the amount of interest earned during the fiscal year.
- D. The Office Assistant, Sr., will prepare form 200 and send it to the UW Foundation to request that the money be transferred into the UW Held Expendable Funds category.
- E. At the end of each fiscal year, the Finance Committee and the President shall review the expendable funds remaining in the Foundation accounts and consider putting a portion or all of the remaining expendable funds into their respective endowments, subject to the approval of the Vice President of Administration or their designee.

#### Document Tracking

<u>Date Modified</u>	<u>Action</u>
4/13/2011	Updated in accordance with Senate Bill #39