Financial Policies

The following abbreviations are used throughout this document:

- **University of Maine Student Government, Inc.** – UMSG, Inc.
- **Vice President of Financial Affairs** – VPFA
- **Assistant to the Vice President of Financial Affairs** – AVPFA
- **Division of Financial Affairs** – DFA
- **General Student Senate** – GSS
- **Executive Budgetary Committee** – EBC
- **Student Organization Recognition Policies** – SORP Document
- **University of Maine** – refers to the educational institution in Orono, Maine

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Part One: Budgetary Procedures

Section 1: The Budget Process

A. **Budget Time Table**

The Vice President of Financial Affairs (VPFA) shall determine the budget timetable and submit it to the Executive Budgetary Committee (EBC) for approval, following the guidelines outlined in Article VIII, Part II of the UMSG, Inc. Constitution. This timetable shall include the following events:

1. The date that budget forms are made available.
2. Dates that eligible Boards, Community Associations, Committees, Sports Clubs, and Divisions of UMSG, Inc. can meet with the VPFA to discuss their budget proposals before they are submitted to the EBC for consideration.
3. Due date for completed budget forms.
4. Date of EBC meeting(s) to create preliminary and final budget proposals.
5. When the VPFA will notify Boards, Community Associations, Clubs, Committees, and Divisions of UMSG, Inc. of any budget changes.
6. Date when the final budget proposal will be provided to Senators for review.
7. Date of GSS meeting(s) for consideration of the Annual Budget.

B. **Budget Request Process**

Budget request forms shall be available to all eligible Boards, Community Associations, Clubs, Committees, Sports Clubs, and Divisions of UMSG, Inc. on or before the third Monday of February. The budget request forms shall be returned to the Division of Financial Affairs (DFA) according to the deadline set by the EBC.

C. **Representative Meetings**

All eligible Boards, Community Associations, Committees, and Divisions of UMSG, Inc. requesting funding from the Annual Budget must send a representative to meet with the VPFA before budget proposals are submitted to the EBC for consideration.

D. **Revenue Estimation**

The VPFA shall conservatively estimate the coming year's revenue based on anticipated undergraduate enrollment figures. The EBC must approve these estimates. Enrollment estimates should be obtained from the **Office of Enrollment** and used as estimates when anticipating upcoming revenue.

E. **Preliminary Budget Preparation**

The EBC shall prepare a preliminary version of the Annual Budget, which shall consist of at least the following:

1. The annual office budget for UMSG, Inc.
2. The annual budget for Legal Services.
3. The annual budgets for Student Entertainment, Student Leadership, and Student Organizations.
4. The annual budgets for all eligible Boards and Community Associations.
5. The annual budgets for eligible Committees of UMSG, Inc.
6. The annual budgets for all eligible Clubs.
7. The annual budgets for Sports Clubs.
8. All compensation and insurance expenses for the coming fiscal year.
9. Any current contracted special allocations.
10. The total of these expenditures shall not exceed expected revenue.

To ensure accurate and conservative budgeting, enrollment estimates used for revenue projections shall account for historical enrollment trends. Based on past experience, estimates should be adjusted down by 500 students for the Fall Semester and 500 students for the Spring Semester (a total of 1000 activity fees.) This adjustment has previously ensured more precise revenue forecasting and reduced the risk of overestimating available funds."

F. **Final Budget Review**

After the preliminary version of the Annual Budget has been completed, each organization requesting a budget shall be allowed to have a representative review this version and address the EBC. After hearing from all representatives, the EBC shall prepare the final version of the Annual Budget and submit it to the GSS for approval at least four (4) weeks before the end of the Spring semester. The EBC shall sponsor a resolution to pass this final version of the Annual Budget as a single, non-divisible resolution.

G. **Categorical Breakdown**

The VPFA shall prepare and present a categorical breakdown of each Board, Community Association, Club, and Committee's budget as part of the Annual Budget recommendation for the coming fiscal year. This breakdown shall be submitted to the GSS and the final version of the annual budget. The Annual Budget and the categorical breakdown must be made available to Senators for review at least twenty-four (24) hours before the GSS meeting at which the budget will be considered.

H. **Presentation of Budget Requests**

Boards, Community Associations, Clubs, Committees, and Divisions of UMSG, Inc. requesting funds from the Annual Budget shall be given time to present their budgets during the GSS

meeting when the Annual Budget is considered under Rule 5, Section 5 of the Standing Rules of the GSS.

I. **Authority to Strike or Amend**

The GSS may strike any line from the Annual Budget, including any line included in the budgets of Boards, Community Associations, Clubs, Committees, Sports Clubs, and Divisions of UMSG, Inc., provided that no contractual or other legal obligations are neglected and that these Financial Policies are strictly adhered to at all times. The GSS may also reduce or increase the dollar amount of any budget category, provided that no contractual or other legal obligations are neglected, these Financial Policies are strictly adhered to, and no expenditures exceed expected revenue.

J. **Budget Request Categories**

All budget requests will be broken down into the following categories, as printed on the Budget Request Form:

Boards & Community Associations

1. Advertising and Correspondence
2. Equipment and Materials
3. Office Expenses
4. Programs

Clubs

1. Advertising and Correspondence
2. Office Expenses

Committees

1. Advertising and Correspondence
2. Equipment and Materials
3. Office Expenses
4. Programs

Sport Clubs

Legal Services

1. Advertising and Correspondence
2. Office Expenses
3. Contract (Parking decal, Continuing Education, Bar Dues/Registration)
4. Law Library
5. Work Study Payroll
6. Salary (See Compensation Office Salaries)

Student Entertainment

1. Conference & Travel
2. Equipment and Materials
3. Office Expenses
4. Programs (includes all associated costs, i.e., advertising & correspondence)

Student Organizations

1. Advertising and Correspondence
2. Equipment and Materials
3. Office Expenses
4. Programs

K. **Office Budget Cap for Clubs**
Office budgets approved for Clubs shall be at most $200.

L. **EBC Funding Allocation Power**
The EBC shall be able to allocate funds to student organizations up to $1,000 through the GSS consent agenda. The GSS or Cabinet may overturn such allocations by a two-thirds roll call vote, assuming the funds still need to be distributed.

M. **Outdoor Club Funding Set-Aside**
A set amount of Student Activity Fee dollars will be designated in the annual budget for outdoor clubs. This amount will be an estimate based on the clubs' collective needs, including but not limited to gear, storage supplies, and safety equipment. The VPFA and the EBC will decide this amount based on an estimate from the prior two semesters to better reflect unallocated funds for the upcoming fiscal year. Outdoor clubs may receive more than the allocated amount at the discretion of the EBC through the regular additional funding request process.

N. **Sports Clubs Funding by Tier**
Sports Clubs receive support from student fees through Campus Recreation, which gets a portion of the unified fee or Student Government, depending on the club's Tier. The funds are distributed based on line-item budgets. The amount each club receives from Campus Recreation or SGA is determined by the Tier the club belongs to within Campus Recreation at the end of each academic year. UMSG funds Club Sports that qualify for Tiers 1, 2, and 3. The VPFA will work with all Club Sports and Campus Recreation to pre-determine the Tier for which each club will qualify. If the club is not eligible for its goal tier, it will revert to the next tier, which it does.

- **UMSG will fund each sports club based on its Tier qualification:**
    1. $2,500 for Tier 3 sports
    2. $5,000 for Tier 2 sports
    3. $10,000 for Tier 1 sports

Club Sports may receive more than the allotted amount at the discretion of the EBC and GSS through the regular additional funding request process. The VPFA, EBC, and GSS can accept or reject additional funding requests outside the Tier system.

O. **Sports Clubs Funding Cap:**
The total *tier allocation* for sports clubs during the annual budgeting process**,** including all SAF-funded tiers, shall not exceed 25% of the total projected UMSG budget, excluding compensation, for the upcoming year. This cap ensures a more equitable distribution of UMSG funds and directs additional resources to support other student organizations. Any excess funding requests above this 25% threshold must be reviewed and approved by the Senate on a case-by-case basis

through the regular EBC process during the academic year**.** *This may require scaling down the tier maximums proportionally.*

P. The total funds allocated to the Student Entertainment Division during the annual budgeting process shall not exceed 25% of the total projected UMSG budget, excluding compensation**,** for the upcoming year. This cap ensures a more equitable distribution of internally allocated UMSG funds. Any excess funding requests above this 25% threshold must be reviewed and approved by the Senate on a case-by-case basis through the regular EBC process during the academic year.

Q. **Transitional Executive Training Compensation**
The Division of Financial Affairs shall maintain a line item titled "Transitional Executive Training Compensation," with the funding sufficient to support up to the equivalent of one full budget week's compensation for each eligible position, as outlined in Article 2, Section 1 of the Hiring and Employment Policies. The number of hours per officer shall be determined by the sitting UMSG President. Compensation shall be disbursed only after all employment onboarding requirements are completed and approved by both the VPFA and the AVPFA. Returning executive officeholders are not eligible for this compensation.

Section 2: General Budgetary Procedures

A. **Emergency Reserve Account**
UMSG, Inc. shall hold $30,000.00 ($25,000 in the UM Foundation and $5,000 in a separate savings account) as an emergency reserve account every year.

B. **Allocation Approval**
Money shall only be allocated or committed by any officer or representative of UMSG, Inc., for any purpose, either during the Annual Budget process or for special funding considerations, exclusively upon approval of the EBC and the GSS.

C. **Line Item Restrictions**
If a line item within an office budget category has been stricken by either the EBC or the GSS, no monies may be allocated from within the existing office budget at any time during the fiscal year for the stricken line item. Suppose the EBC or the GSS has indicated an amount of zero on a given line within an office budget. In that case, no monies may be allocated from within the existing office budget without the approval of the VPFA.

D. **Special Funding Considerations**
The EBC and the GSS may review special funding considerations for organizations with final recognition throughout the year. These requests should address single, specific items or additional items.

E. **Equitable Funding Consideration**
All eligible Boards, Community Associations, Clubs, and Committees that meet these guidelines and comply with the directives stated on all approval and update forms shall be considered fairly and equally in all funding matters regardless of all other factors.

F. **Suspension for Financial Debt**
An organization that owes a financial debt of $50 or more to UMSG, Inc. or the University of Maine shall have its recognition suspended, at the reasonable discretion of the Vice President for Student Organizations (VPSO.) This discretion allows the VPSO to consider the circumstances and severity of the debt before determining suspension."

G. **Contract Approval**

1. Any contract for hiring personnel or rendering services directly for UMSG, Inc. shall require the approval of the GSS, except contracts under the jurisdiction of the Division of Student Entertainment.
2. The contract shall be negotiated by the President of UMSG, Inc., a representative of the Division of Financial Affairs (DFA) selected by the VPFA, and other individuals deemed necessary by the President of UMSG, Inc. The GSS shall approve these additional members chosen by the President.
3. For contracts under the Division of Student Entertainment, the signatories shall be the Vice President of Student Entertainment (VPSE) and either the President or the VPFA.
4. No contract may be signed until the approval of the GSS. The President of UMSG, Inc. and the VPFA shall sign on behalf of UMSG, Inc. in all contracts unrelated to the Division of Student Entertainment. In the absence of the VPFA, the Assistant Vice President of Financial Affairs (AVPFA) shall sign in place of the VPFA.
5. In instances where the VPFA is unavailable during breaks or other periods of absence, the Assistant Vice President of Financial Affairs (AVPFA) shall serve as the signatory. If the VPFA position is vacant during regular class sessions, the Vice President of UMSG, Inc. shall sign in place of the VPFA.

H. **Summer Compensation Eligibility**
Only employees classified as Contractual Employees or Service Employees as described under Article 2 of the Employment Policies of the University of Maine Student Government are eligible to receive summer compensation.

However, the following provisions shall apply to ensure the effective operating of UMSG, Inc. during the summer months:

1. The UMSG Attorney and Assistant Vice President of Financial Affairs (AVPFA) may request compensated time for addressing audit-related matters or emergency situations, with approval from the President or VPFA.
2. All executive officers shall receive hourly compensated pre-semester training during the week before the start of the academic year.
3. The Vice President of Student Entertainment (VPSE) shall be allocated up to 10 compensated hours over the summer to coordinate with the UMSG Attorney and plan events for the fall semester.
4. Compensation for these activities shall be at the approved hourly rate and managed to ensure fiscal responsibility and compliance with UMSG, Inc. policies.

I. **Charitable Donations and Acts of Kindness**

No money shall be allocated for charitable donations and acts of kindness greater than $50 in cash, other assets, or equity instruments unless funded by independent donation and determined by the EBC and GSS to be in keeping with the purposes of UMSG, Inc. Charitable contributions and acts of kindness less than or equal to $50 in cash, other assets, or equity instruments, may be expensed from the President's or Vice President's Executive Fund.

Part II: Student Government Office Guidelines

Section 1: Office Policies

A. **Budget Adjustments by the VPFA**

The Vice President of Financial Affairs (VPFA) may move money from an existing category in the UMSG, Inc. office budget to another existing category. The VPFA must inform the General Student Senate (GSS) of any changes. The VPFA must obtain GSS approval to create new lines or categories in the budget before spending any monies on those line(s).

B. **Certificates of Appreciation and Gavel**

The funds will be used yearly to purchase certificates of appreciation and a gavel for the GSS president.

C. **Executive Fund for President and Vice President**

The President and Vice President of UMSG, Inc. shall each receive an Executive Fund of **$2,000.** The Executive Funds may be used under the following guidelines:

1. Funds shall not be used for personal expenditures.
2. The President/Vice President must sign the check request as the requesting officer.
3. The VPFA must approve or deny the check request before the check is issued.
4. The President/Vice President must report all expenditures to the GSS at the meeting following the issuing of the check.
5. Gifts paid for from the Executive Fund must be given in the name of UMSG, Inc.

D. **Restrictions on Political Influence**
No monies shall be allocated to influence any individual's selection, nomination, or appointment to any federal, state, or local public office or office in a political organization. No monies shall be allocated for lobbying for the passage or in opposition to any bill, law, or regulation unless directly related to the core interests of UMSG, Inc., and must be in keeping with UMSG, Inc.'s 501(c)3 status and relevant rules governing the University of Maine direct-funded organizations.

E. **Signatory Authority**
The signatures of the Vice President of Financial Affairs (VPFA) and the Assistant Vice President of Financial Affairs (AVPFA) shall be authorized on all UMSG, Inc. bank accounts. Only the VPFA and AVPFA may manage or update signatory authority for these accounts to facilitate the transition between outgoing and incoming officers. The AVPFA may write checks with the approval of the VPFA. This may apply to the President at their discretion.

F. **Annual External Audit**
An outside accounting firm shall conduct an external audit of UMSG, Inc., its Boards, Community Associations, and any other UMSG, Inc. entities at the end of each fiscal year. Funds for this audit will be allocated to the UMSG, Inc. office budget. An internal audit may be conducted occasionally, and any recommended changes may be incorporated into these Financial Policies.

An annual informal review of the retirement plan shall be conducted by the UMSG, Inc. Attorney and the Assistant Vice President for Financial Affairs (AVPFA) to ensure continued compliance, with a report submitted to the President, Vice President, and Vice President of Financial Affairs (VPFA.)

G. **Holiday Bonuses**
Holiday bonuses will be paid based on the following guidelines:

1. The net value of one-half of a bi-weekly paycheck before taxes.
2. An additional $25.00 per year for each fiscal year of UMSG, Inc. employment after the first year.
3. The maximum accumulation for these rates will be $1,000.
4. The Executive Budgetary Committee (EBC) recommends whether bonuses will be given in a fiscal year, with the GSS's final approval.
5. EBC will consider awarding the bonuses at the first EBC meeting after Thanksgiving.

H. **Reports from the Vice President of Student Entertainment**

The Vice President of Student Entertainment (VPSE) shall be required to maintain an updated budget of all major expenses and share it regularly with the Vice President of Financial Affairs (VPFA.)

The VPSE shall report to the VPFA and the Executive Budgetary Committee (EBC) at the discretion of the VPFA or the EBC when necessary to provide updates on the business of the Division of Student Entertainment. This includes periodic reports on significant expenses, budget updates, and any financial needs requiring additional funds.

The requirement for reports related to contracts, agreements, or checks shall be limited to instances where no formal contracts are required, such as hiring security or university services based on estimates. Electronic submission of reports may be allowed in place of in-person updates as needed.

Part III: Board, Community Association, & Club/Committee Guidelines

Section 1: Club Recognition

A. Clubs must receive preliminary and final recognition from the General Student Senate (GSS) to be recognized.

B. After preliminary recognition, Clubs must wait seven (7) academic weeks (excluding summer sessions and University breaks) before applying for final recognition.

Section 2: Office Policies

A. Eligible Boards, Community Associations, Sports Clubs, and Committees seeking Annual Budget funding must have their officers meet with the Vice President of Financial Affairs (VPFA) upon the request of the VPFA or before submitting their Annual Budget proposal to the Executive Budgetary Committee (EBC.)

Additional Funding Request forms must include an agreement that funds will not be used to support or oppose political candidates or legislation. However, organizations other than UMSG departments and committees may use their own dollars for such purposes, provided these activities comply with University of Maine policies and IRS regulations.

B. Boards, Community Associations, and Clubs/Committees may use funds flexibly within their budgets to cover any listed expense category. New budget lines require EBC approval, and the VPFA reports updates to the GSS.

C. If the EBC or GSS strikes or marks zero a line item in the office budget, funds may only be allocated during the fiscal year with VPFA approval.

D. **Special Funding Requests**

1. The EBC reviews requests under or **equal to $1,000** and may be voted on through the Consent Agenda by the GSS.
2. Requests **over $1,000** require a resolution to the GSS after passing the EBC with a majority vote and must focus on single, specific items.
3. Requests **exceeding $1,000** outside the budget must be presented by the President or Treasurer of the requesting body unless the VPFA approves another representative.

E. **Audit Requirements for Boards & Community Associations**

1. The Assistant Vice President of Financial Affairs (AVPFA) shall ensure that electronic bank statements for Boards and Community Associations are retained and accessible for audit purposes, as paper copies are no longer maintained due to associated costs.
2. Boards & Community Associations are not required to report all funding sources, including dues and event revenue, unless requested explicitly for auditing purposes.
3. The Division of Financial Affairs (DFA) shall keep invoices and receipts for UMSG, Inc. funds used for at least seven years, in compliance with IRS regulations and auditing requirements.

F. The EBC may revoke financial handling privileges and return previously allocated funds to unallocated from Board or Community Association or Club/Committee officers if deemed unqualified or organization inactive, with the option of appealing to the GSS.

G. All branches of UMSG, Inc. and associated Boards, Community Associations, and Clubs/Committees must follow DFA bookkeeping procedures.

H. Organizations funded by UMSG, Inc. must keep records of all expenditures and may be subject to DFA audits.

I. Student Organizations affiliated with a university department must seek funding from their affiliated department before requesting funds from UMSG, Inc. A Student Organization shall be defined as affiliated with a department if it consistently relies on the department for funding or personnel assistance to support its events or efforts.

For the purpose of this policy, a department shall include academic colleges, offices of the University, or other formally recognized entities within the University structure that are not independently student-run. Organizations must provide a letter from the department verifying that funds are unavailable before applying for UMSG, Inc. funding.

Student Organizations that double as academic courses or require enrollment in an academic course as a prerequisite are unable to receive any UMSG funding for required aspects of the course (e.g., travel expenses, registrations, or housing.) Assistance with fundraising efforts, such as purchasing supplies for a bake sale, may be considered in the same way as for all other Student Organizations. These organizations may also apply for an office budget, provided that none of the items requested fall under the required course aspects rule.

J. Student Organizations requesting funds must demonstrate significant efforts to seek alternative funding sources before applying to UMSG, Inc. This includes but is not limited to hosting fundraisers, applying for grants, seeking donations, or collaborating with other organizations for shared costs.

K. Boards, Community Associations, or Clubs/Committees that misuse student activity fee funds as defined by the Board of Trustees, UMSG, Inc. Constitution, or GSS guidelines will forfeit their remaining funds for the fiscal year.

L. No funds will be allocated to influence public office selections or political nominations. Organizations using funds for political support must repay and may face a one-year funding suspension after the EBC review.

M. **Gift Policies**

1. Funds are unavailable for gifts, trophies, prizes, or alcohol. The Student Leadership Committee may purchase gifts up to **$50 per Senator.**
2. The funding request for gifts **may not be requested through the annual budget** and must go through an additional EBC request.

N. Funds are not available for fuel, tolls, or parking.

O. Funding will not be allocated for past events or programs **(no back-funding).**

P. For funding motions in the GSS, a budget must be provided to the VPFA and all Senators for the motion to proceed.

Q. All photocopying, printing, or advertising requests must include a sample.

R. Apparel funding for current members must display a UMSG logo and be reasonably priced. The VPFA and EBC may reject any apparel design.

S. Funds cannot cover salaries or dues for Club/Committee members or officers.

T. UMSG, Inc. assumes no responsibility for late fees or damages and will only pay discounted amounts if applicable.

U. Money Request Forms for approved items must be submitted to the Assistant Vice President of Financial Affairs (AVPFA) within the timeline specified by the Vice President of Financial Affairs (VPFA) to ensure fund availability. Submissions must adhere to the timeline set by the VPFA to guarantee timely fund release.

V. Equipment Accountability Policy

1. Boards, Community Associations, and Student Organizations requesting funding for equipment costing over $250 must schedule a meeting with the UMSG, Inc. Attorney before funds are distributed.
2. During this meeting, the organization's President, Treasurer, or designated Gear Chair(s) shall review and sign the UMSG Equipment Agreement, acknowledging responsibility for the requested equipment.
3. Equipment purchased using UMSG, Inc. funds shall be subject to periodic audits by the Division of Financial Affairs (DFA) to ensure proper use and accountability.
4. Equipment valued under $250 may still require an Equipment Agreement at the discretion of the Vice President of Financial Affairs (VPFA.)

W. Boards, Community Associations, and Clubs/Committees may receive funding from the University or its departments.

X. Equipment purchased with Student Activity Fee funds may only be sold or given away with VPFA and EBC approval. The EBC will allocate the profits from sales.

Y. **Contracts**
All funding recipients must agree to and comply with the Student Activity and Travel Contract. UMSG employees or members receiving funds must sign the UMSG Employee, Officer, or Member Travel/Activity Acknowledgement.
Violations of these contracts will result in immediate legal severance and separation from UMSG, Inc.

Section 3: Policies for Holding Events on Campus

A. **Funds for lodging or food**
It can only be allocated for speakers/performers, approved travel, educational programs, community suppers, or on-campus event refreshments. These events must be open to undergraduate students, with meals not exceeding $20.00 per student. The EBC will judiciously evaluate food-related requests.

B. Funds for programming events during scheduled University breaks require EBC approval.

C. All boards, community associations, and clubs/committees must use a standard UMSG, Inc. engagement agreement/rider addendum for approved artist performances without contracts. Completed copies must be submitted to the Financial Affairs Office (FAO) for payment before the event.

Contracts for speakers, bands, or performers funded by UMSG, Inc. must be reviewed by the Legal Services attorney, Vice President of Financial Affairs (VPFA), and the Associate Dean of Student Life (or equivalent University role.) Minor changes to a previously reviewed offer may be initialed by the President, VPFA, and the Vice President of Student Entertainment (VPSE.)

D. Contract Riders for Events
UMSG, Inc. shall include a standard UMSG Contract Rider with all major contracts for events. The rider outlines key expectations and safeguards based on historical considerations, including, but not limited to:

Provisions for testing performers for intoxication if necessary.

Restrictions on inviting students to dressing rooms or associating with off-campus groups during the event.

Limits on access to residential areas, such as dormitories, without prior approval from the University.

The rider sets expectations for performer behavior and hospitality provisions to ensure compliance with university standards and integrity of events hosted by UMSG, Inc.

For minor events, such as speaker engagements, where the rider's provisions are not applicable (e.g., hospitality of technical setup requirements), the UMSG Inc. Attorney or Vice President of Financial Affairs (VPFA) may waive the requirement for the standard rider and adjust the contract accordingly.

All contracts and riders shall be reviewed and finalized in consultation with the UMSG, Inc. Attorney, VPFA, and other relevant officers before distribution to the performers or their agents.

E. No undergraduate may be charged admission for an on-campus event funded by UMSG, Inc. Violation results in a one-year suspension of funding, with a two-week appeal period to the EBC.

F. If performers elect to sell merchandise, 20% of all revenue above $200.00 must be remitted to UMSG, Inc. immediately following the event, with funds delivered to the FAO on the next business day. If mutually agreed upon, this policy may be waived in the contract.

Section 4: Policies for Off-Campus Events

A. No funds will be allocated for food for events located more than 50 miles from the University of Maine.

B. Transportation costs may be reimbursed with receipts. Vehicle use must be fewer than the number of students attending, verified by the FOA before reimbursement.

C. All organizations must comply with the University's Vehicle-Use Policy. UMSG, Inc. will not cover additional charges for late returns or damages, though funding may be considered for excess mileage.

D. Funding for lodging and transportation is for undergraduate students only.

E. Up to $250 per undergraduate student per event may be considered for airfare with EBC approval. This amount represents the maximum funding that may be allocated and is not guaranteed. The Executive Budgetary Committee (EBC) reserves the right to determine the actual amount UMSG is able to provide based on available resources and the specific circumstances of the request.

F. Up to $200 per undergraduate student per event may be considered for event registration or entrance fees with EBC approval. This amount represents the maximum funding that may be allocated and is not guaranteed. The Executive Budgetary Committee (EBC) reserves the right to determine the actual amount UMSG is able to provide based on available resources and the specific circumstances of the request.

G. Organizations funded for off-campus events are encouraged to present a report to the Senate at the next meeting detailing the event, UMSG spending, and the organization's benefits. Reports should be completed by the end of the fiscal year.

H. **For Events Involving Vehicle Travel**

Ensure all drivers complete a background check with the University of Maine's Motor Pool.
If renting vehicles, the group must:

1. Rent from the University's Motor Pool or provide liability and uninsured motorist protection if renting from a private insurer.

2. Document that all drivers' insurance covers rentals or that the credit card offers liability and personal injury coverage.

Section 5: Allocation Policies

A. Boards, Community Associations, and Clubs/Committees have until the second Friday post-event of allocation to return additional funds allocated by the EBC and GSS. *All funds have a hard deadline of the final Friday of classes.* Any unused funds after this period shall return to Unallocated unless the EBC grants an extension due to extenuating circumstances.

B. Funds allocated for canceled events will return to Unallocated.

C. Boards, Community Associations, and Clubs/Committees must meet the University of Maine Student Government Media Request Form requirements.

Part IV: Financial Policies

Section 1: Application

A. These financial policies cannot be overridden by a "suspend the rules" motion; any motion to suspend rules to bypass this document is null and void.

B. Any resolution proposed in violation of these financial policies, as determined by the Vice President of Financial Affairs (VPFA), the General Student Senate (GSS), or the Executive Budgetary Committee (EBC), shall be null and void.

1. If the VPFA or EBC deems the resolution in conflict, it may be appealed to the GSS, requiring a two-thirds (2/3) vote to overturn.
2. Resolutions deemed in conflict by the GSS shall be considered void.

Section 2: Amendments

A. These financial policies may be amended with a **two-thirds (2/3) vote of the GSS,** provided previous notice is given.

Section 3: Financial Sponsorship Guidelines

A. All advertising at events funded by UMSG, Inc., whether by GSS resolution or EBC decision, must fully comply with the Financial Sponsorship Guidelines of UMSG, Inc.

B. Consequences for noncompliance with the Financial Sponsorship Guidelines shall be outlined in that document, located on the last page of the Additional Funding Request.