



The University of West Florida Student Government Association

Awarding of the Activity and Service Fee

Legislation: 24-25 Bill X
Author(s): Chair Schatz

First Reading: <u>2/21</u>	Second Reading: <u>2/21</u>
Yes: <u>15</u>	Yes: <u>15</u>
No: <input type="radio"/>	No: <input type="radio"/>
Abstain: <input type="radio"/>	Abstain: <input type="radio"/>

Ichelle Jones
 Ms. Ichelle Jones
 Senate Pro Tempore

Be it known that Student Government 24-25 Bill X is hereby signed on 2/21.

✓

 Pass 2/21/25 Veto

 Date

Maggie Brown
 Ms. Maggie Brown
 Student Body President

TITLE XII: THE ACTIVITY AND SERVICE FEE MANUAL

Chapter 1202: Awarding of the Activity and Service Fee

1202.02 The yearly budget process Month of Action timeline is as follows:

A. October - December – The Budget and Allocations Committee Chair will establish a date within this period to decide when the annual budget requests will be due. The Budget and Allocations Committee Chair will notify via email the RSOs, Sports Club Council, and Departments of annual budget requests due date.

B. January - February – The Budget and Allocations Committee will hold budget hearings. **At the discretion of the Budget and Allocations Committee Chair, the Budget and Allocations Committee shall consult the President, Vice President, and/or Advisor of the Student Organization Council (SOC). SOC shall provide insight into the engagement and spending habits of RSOs but shall not have any voting power.** From the budget hearings, the Budget and Allocations Committee will establish an Annual Budget Bill to be presented to the Student Government Association (SGA) Senate.

C. March - Following approval of the Annual Budget Bill by the SGA Senate, the Annual Budget Bill will be presented by the SGA President to the University President for final approval. Once the Budget Bill has final approval the Budget and Allocations Chair will send emails to all awardees on Annual Budget Allocation.

D. June - July – The fiscal year will end effective June 30th. Any awarded A&S funds not spent by this date will be swept and returned to the Working Reserve account beginning July 1st.