



**STUDENT GOVERNMENT
ASSOCIATION**
OFFICE OF THE VICE PRESIDENT OF FINANCE

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2017-18 REALLOCATION POLICY

Beginning Fall 2017:

All CSOs will be eligible to apply for reallocation of funds granted during the last Annual Funding Cycle.

I. Background:

- A. This policy was created to take into account that CSO plans may change between the time of Annual Funding and the beginning of the next school year.
- B. Reallocations hope to serve as a way to avoid having remaining funds at the end of the academic year due to changes in events or other circumstances.
- C. Reallocations also serve to provide insight:
 - 1. Into events that have been budgeted incorrectly
 - 2. To create opportunity to cut future costs
 - 3. To determine more effective ways to distribute the Student Activity Fee.

II. Process

- A. If, at any point throughout the year, a group determines that money allocated in the past Annual Funding cycle could be better utilized in another area within the same line item, or within another area of their budget, they may submit a request to the Vice President of Finance for Reallocation.
 - 1. Request forms are located on the SGA website in the Finance section.
 - 2. All requests must have an in-person meeting with the Vice President to discuss the terms of a potential reallocation.
 - 3. Requests do not guarantee a Reallocation and all decisions made by the Vice President of Finance are final.

Multiple requests within the same fiscal year, or annually, will reflect poorly on the CSO's transitions and planning ability.