

Senate  
40<sup>th</sup> Legislative Session  
21st Meeting  
5 April 2005

**Student Association Bill [SLE.40.53]  
Oswego Paintball Club Jerseys**

**WHEREAS,** the Oswego Paintball Club is planning on sending a team out to a division 1 paintball tournament in the near future, and jerseys would really help promote the school; and

**WHEREAS,** there are around 50 Oswego Paintball Club members that are very interested in getting paintball jerseys for the fall semester; and

**WHEREAS,** the estimated cost of the jerseys are \$2,500, with the club members willing to pay for any of the cost above \$2,000;

**THEREFORE BE IT ENACTED** by the Student Association Senate of the State University of New York at Oswego that \$440 be authorized from account 6502 to the Oswego Paintball Club for team jerseys.

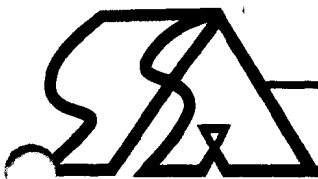
SUBMITTED BY: Jennifer Mott, Off-Campus Senator

SENATE ACTION  
Passed by 16-0-2

  
\_\_\_\_\_  
Ian Farrell, President

DATE PRESENTED TO PRESIDENT  
13 April 2005

4-13-05  
\_\_\_\_\_  
Date Signed by President



Senate  
40<sup>th</sup> Legislative Session  
21<sup>st</sup> Meeting  
5 April 2005

**Student Association Bill [SLE.40.54]  
Fall 2005 Senate Elections Timeline**

**WHEREAS,** in accordance with Article IV of the Student Association Election Law, elections for senators must be completed at the earliest possible date of the fall semester to ensure quota in order to conduct Senate meetings.

**THEREFORE BE IT ENACTED** by the Student Association Senate of the State University of New York at Oswego that the Fall 2005 Senate Elections Timeline is as follows:

Availability of Petitions will be advertised	8/29/05
Petitions are due in the SA Office at 5 pm	9/9/05
Candidates will be known to Residence Halls	9/12/05
Elections will be held in Residence Halls	9/14-9/15/05

**BE IT FURTHER ENACTED** the senate elections results will be announced at the soonest possible date.

SUBMITTED BY:           Natasha Mapes, Elections Committee Chair

SENATE ACTION  
Passed by 17-0-1

  
\_\_\_\_\_  
Ian Farrell, President

DATE PRESENTED TO PRESIDENT  
13 April 2005

4-13-05  
\_\_\_\_\_  
Date Signed by President

Senate  
40<sup>th</sup> Legislative Session  
21<sup>st</sup> Meeting  
05 April 2005

**Student Association Bill [SLE.40.55]  
Social Justice Club's Get Free Times**

**WHEREAS,** Social Justice Club having been unable to find enough advertisers, and just now starting to work on fundraisers; and

**WHEREAS,** Social Justice Club requests \$130 to be used for three issues of the Get Free Times to be put out on a bi-weekly basis starting April 15<sup>th</sup> until April 29<sup>th</sup>. Each run will consist of at least 400, 5-7 page issues in black and white, on white paper.

**THEREFORE BE IT ENACTED** by the Student Association Senate of the State University of New York that \$130 be authorized from the account of 6506 for the cost of printing of the Get Free Times.

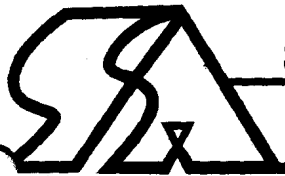
**SUBMITTED BY:** Zachary Roberts, Off-Campus Senator  
Josh Belser, Funnelle Hall Senator  
Social Justice Club  
Women's Center  
MSA

SENATE ACTION  
Passed by 16-0-2

DATE PRESENTED TO PRESIDENT  
13 April 2005

  
\_\_\_\_\_  
Ian Farrell, President

4-13-05  
\_\_\_\_\_  
Date Signed by President



Senate  
40<sup>th</sup> Legislative Session  
22<sup>nd</sup> Meeting  
12 April 2005

**Student Association Bill [SLE.40.56]  
Latino Student Union Account Transfer and American Foundry Payment**

- WHEREAS,** the Latino Student Union held a dinner at American Foundry on November 13, 2004; and
- WHEREAS,** the total amount owed by the Latino Student Union to the American Foundry has exceeded their budget by \$824.20; and
- WHEREAS,** the Latino Student Union has \$379.60 allocated to account 2807, which is the phone account; and
- WHEREAS,** under the newly amended financial policy, SLE.40.50, phone accounts may be utilized to pay for a debt obligation when it is absolutely necessary.

**THEREFORE BE IT ENACTED** by the Student Association Senate of the State University of New York at Oswego that \$379.60 be transferred from account 2807 to account 2804.

**BE IT FURTHER ENACTED** that the transfer of this money be used solely for the purpose of paying off the debt to American Foundry.

SUBMITTED BY: Ian Farrell, Student Association President

SENATE ACTION  
Passed by 18-0-1

DATE PRESENTED TO PRESIDENT  
13 April 2005

  
\_\_\_\_\_  
Ian Farrell, President

4-13-05  
\_\_\_\_\_  
Date Signed by President

Senate  
40<sup>th</sup> Legislative Session  
22<sup>nd</sup> Meeting  
12 April 2005

**Student Association Bill [SLE.40.57]**

**Frisbee Club Equipment and Uniforms**

**WHEREAS,** the Frisbee club needs uniforms and equipment for tournaments; and

**WHEREAS,** the membership is increasing to 20 plus members so they are becoming more involved; and

**WHEREAS,** the Frisbee club participates in open houses and other events on campus to better the Oswego community; and

**THEREFORE BE IT ENACTED** by the Student Association Senate of the State University of New York at Oswego that \$200 be authorized from account 6502 to the Frisbee club for uniforms and equipment for tournaments.

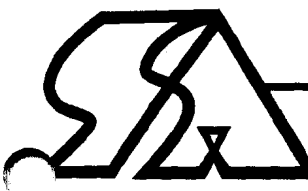
SUBMITTED BY: Eden Strum, Funnelle Hall Senator

SENATE ACTION  
Passed by 16-0-1

  
\_\_\_\_\_  
Ian Farrell, President

DATE PRESENTED TO PRESIDENT  
20 April 2005

4-21-05  
\_\_\_\_\_  
Date Signed by President



Senate  
40<sup>th</sup> Legislative Session  
22<sup>nd</sup> Meeting  
12 April 2005

**Student Association Bill [SLE.40.58]  
Amendment: SA Senator Duties SLE. 38.30**

**WHEREAS,** With the recent changes to the constitution and the redefinition of At-large and Off-campus Senators, those duties need to be updated to reflect the new positions.

**THEREFORE BE IT ENACTED** by the Student Association Senate of the State University of New York at Oswego that the following sections be amended to SLE.38.30:

- 9. At-Large and Off-campus Senators shall attend the Off-Campus/Commuter Forum in accordance with SLE.38.12 and inform their constituents about legislative policy or Student Association events, in an unbiased manner.
- 10. At-large Senators must attend at least two (2) different hall council meetings each month, and should attend at least one (1) hall council meeting in each residence hall during the legislative session.
- 11. Off-campus Senators must participate bi-weekly in the Off-campus online journal as a way of informing their constituents.
- 12. All Off-campus senators should participate in the CCRT.

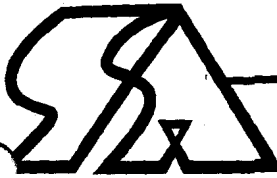
**SUBMITTED BY:** Alan Hershkowitz, Waterbury Hall Senator  
Procedure Committee

SENATE ACTION  
Passed by 18-0-0

  
\_\_\_\_\_  
Ian Farrell, President

DATE PRESENTED TO PRESIDENT  
27 April 2005

4-27-05  
\_\_\_\_\_  
Date Signed by President



Senate  
40<sup>th</sup> Legislative Session  
23<sup>rd</sup> Meeting  
19 April 2005

**Student Association Bill [SLE.40.59]**

**Phi Beta Lambda National Leadership Conference**

**WHEREAS,** Phi Beta Lambda, the National Business Society, placed extremely high in the New York State Leadership Conference at Herkimer Community College; and

**WHEREAS,** Phi Beta Lambda now has the opportunity to attend a national conference in Orlando, Florida on June 28<sup>th</sup> through July 2<sup>nd</sup>; and

**WHEREAS,** financial constraints upon the organization require them to ask for Student Association assistance in order to attend and represent SUNY Oswego.

**THEREFORE BE IT ENACTED** by the Student Association Senate of the State University of New York at Oswego that \$1640 be authorized from account #6502 for the purpose of attending the National Leadership Conference in Orlando, Florida.

Room Cost: \$954 for 7 people and three nights  
PBL Registration: \$686, \$98 a person 7 attending  
Total: \$1640

**SUBMITTED BY:** Jenn Mott, Off-Campus Senator

SENATE ACTION

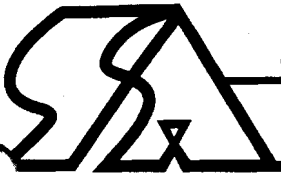
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Ian Farrell, President

DATE PRESENTED TO PRESIDENT

27 April 2005

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Date Signed by President



Senate  
40<sup>th</sup> Legislative Session  
23<sup>rd</sup> Meeting  
19 April 2005

**Student Association Bill [SLE.40.60]  
Amendment to SLE.36.27 Financial Policy**

**WHEREAS,** The recent amendments to the Financial Policy contain language that creates problems for the Student Services aspect of the Student Association; and

**WHEREAS,** The following selection of the Financial Policy which is located under the **Payroll/Stipends** section, "No student employee shall be paid both a stipend and an hourly wage rate for different positions.", creates a situation that may jeopardize the ability of the Student Association to provide services in a convenient and efficient manner.

**THEREFORE BE IT ENACTED** by the Student Association Senate of the State University of New York at Oswego that the following selection of 36.27, "No student employee shall be paid both a stipend and an hourly wage rate for different positions.", be removed from the Financial Policy.

**SUBMITTED BY:** Ian Farrell, Student Association President

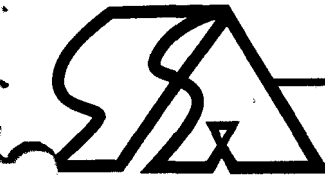
SENATE ACTION  
Passed by 17-0-1

  
\_\_\_\_\_  
Ian Farrell, President

DATE PRESENTED TO PRESIDENT  
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Date Signed by President





Senate  
40th Legislative Session  
23<sup>rd</sup> Meeting  
19 April 2005

**Student Association Bill [SLE.40.61]  
Amendment #2 to SLE 36.27 Financial Policy**

**WHEREAS,** it is necessary to update the Financial Policy (SLE.36.27).

**THEREFORE BE IT ENACTED** by the Student Association Senate of the State University of New York at Oswego that the attached appendix be considered amendments to SLE 36.27, Student Association Financial Policy.

**SUBMITTED BY:** Nancy Smith, Director of Finance

SENATE ACTION  
Passed by 16-0-1

  
\_\_\_\_\_  
Ian Farrell, President

DATE PRESENTED TO PRESIDENT  
27 April 2005

4-27-05  
\_\_\_\_\_  
Date Signed by President

## **Student Association Internal Control Responsibilities**

State University of New York at Oswego Student Association's system of internal control integrates the activities, plans, attitudes, policies, skills, and efforts of its employees working together to provide reasonable assurance that the Student Association will achieve its objectives and mission.

The effectiveness of the Student Association system of internal control in assuring the achievement of goals depends on articulating and communicating Student Association's mission and objectives to employees as well as providing employees with the direction and information that allow them to understand their individual responsibilities and priorities and how they relate to that mission. Essentially, they need to know what the Student Association's goal are, what the Student Association expects of them in their position and the appropriate means for achieving it, and how their performance will be measure and evaluated.

Student Association has established an organizational structure and a system of policies, procedures and internal controls intended to govern the effective conduct of Student Association business and protect its assets from loss due to wasteful practices, fraud, and abuse.

There are a number of key documents that contain policies, procedures, and practices that govern the operation and conduct of Student Association and its employees. Taken together, these documents are an integral part of the internal control system that governs the executive, legislative, judicial branches of Student Association.

- Policies of the Board of Trustees of SUNY Oswego
- Student Association Constitution
- Student Association Financial Policy
- Robert Rules

Creating an effective internal control system requires taking steps in many areas.

### **Authorization and Approval**

The Student Association Director of Finance is the Chief Financial Officer of the Student Association. The duties of the Director of Finance include:

- Keep and maintain any and all financial records of the Student Association
- Execute, direct, update and maintain all financial policies and financial programs of the Student Association
- Present financial reports to the Student Association Senate
- Serve as a chair of Budget Council
- Monitor all expenditures of the Student Association
- Prepare for the Student Association annual audit that is required by the SUNY Board Trustee policy

The Director of Finance must approve the transfer of funds within an organization under \$300.00. The Senate must approve transfers within an organization of \$300.00 or more. Approved transfers are implemented by the Director of Finance. The Student Association Senate may amend financial bills.

Purchase orders for amounts greater than or equal to \$1500 must have the signatures of both the Director of Finance and Student Association President prior to being approved by the college official, with the exception of payroll expenditures.

### **Documentation and Accurate Recording**

The Student Association is responsible for the disbursement of the Student Activity Fee. The Student Association President and Director of Finance shall prepare a budget annually for review and approval by the Senate. The budget process will adhere to the principles outlined in the Student Association Financial Policy.

### **Cash Receipts**

- Incoming mail is distributed to student organizations and employee mailboxes by the Finance Manager, and/or Campus Media Group receptionist.
- Any checks received in the mail are given directly to the Student Services Manager whom immediately stamps all checks "for deposit only".
- The Finance Manager runs two calculator tape(s) on checks received and gives them to the Student Services Manager after initialing and dating the tapes. The Student Services Manager prepares the deposit slip.
- The Student Services manager takes the deposits to the bank on a daily basis.
- Copies of checks and deposit slips are copied and verified for accuracy by the Student Service Manager and then forwarded to the Student Association accountant.
- The accountant enters information into the accounting systems software (QuickBooks) using copies of checks and deposit slips.
- After the deposit is made, the validated deposit slip is compared to the tape that was run from the checks. The Student Services Manager comparing those should initial and date the deposit slip to verify that the procedure was performed. At month end when bank

statement is received, Student Services Manager should compare the deposit slips to the deposits to the bank statement.

### **Cash Disbursements**

- Incoming vendor invoices are forwarded to the Finance Manager who checks the invoice for addition and extension errors and then forwards them to the Director of Finance for approval.
- A purchase order is used to document approval of the invoice, account distribution, the date it was paid, and the check number.
- The approved invoice is returned to the accountant for preparation of the check.
- The Director of Finance or Finance Manager approving the invoice reviews them to confirm the charges are legitimate and should initial the invoice to approve it for payment. This can be noted on the face of the invoice or on a purchase order attached to the invoice.
- The accountant cancels the invoice indicating date paid, check number, and account distribution. The accountant returns the check and supporting documentation to the finance manager. The Finance Manager forwards all pertinent information to the Director of Finance who is responsible for signing the checks.
- The Finance Manager and/or the Director of Finance review the check, compare it to the invoice(s), review the account distribution and sign the check.
- The accountant prepares the checks and the finance manager mails them out to the vendors.
- Some vendors may stop by the office to pick up the check. If so, all vendors are required to show identification and fill out the check sign out form at the Finance Manager's desk.
- Student organizations and executive directors receive a monthly up-to-date summary of expenditures.
- Vendors original invoices should be matched to statements. Payments should be made based on original invoices rather than the statement.
- Checks are prenumbered. When stock is running low, it is the responsibility of the Director of Finance to order new checks or given authorization to the accountant, pending reimbursement.
- The accountant has physical control of checks.

•Spoiled or voided checks are returned and filed at the accountant's office. Accountant is required to present voided checks if requested by authorized personnel.

•Student Association uses a check signing stamp that is kept under the control of the Finance Manager.

•All bank account statements are reconciled on a monthly basis.

•Bank accounts are reconciled by the accountant.

### **Purchases**

•Student Association finance department uses pre-number purchase order forms which are strictly monitored by number.

•Invoices are matched with purchase orders before approval for payment.

•Invoice computation and pricing are verified by the Director of Finance or Finance Manager when cross checked by the accountant before approval of payment.

•The accountant reconciles the accounts payable subsidiary ledger to the contra accounts on a monthly basis.

•Copies of the purchase order form and vendors are distributed to student organizations for their record keeping.

### **Payroll**

•The Student Services Manager is responsible for payroll processing for Student Association employees.

•Student Services Manager shall maintain a file of confidential records for student and non-student employees. Payroll is kept confidential between the record and reports in which they are adequately safe guarded.

•All payroll/stipends shall be allocated during the budget process in clearly identified accounts.

•Detailed recorded hours worked are maintained and approved by the Student Service Manager, the Director of Finance, Student Association President, and/or Human Resources Director.

•Procedures for approving recording and controlling sick leave, vacation, holidays, compensatory time is stated in the Student Association Employee Manual.

## Petty Cash

- Student Services manager will serve as the petty cash fund custodian.
- Frequency of use should be monitored. Use petty cash *only* when payment cannot be made by check.
- Petty cash will not be reimbursed for meals, food, flowers, travel, personal or contractor services, and subscriptions.
- All disbursements should be supported by invoices or receipts.
- Access to petty cash should be limited so that accountability is clear.
- When petty cash is reimbursed, invoices and receipts should be attached to the check for signing. The Director of Finance reviews the receipts.
- The amount of the petty cash refund should remain constant. The amount of money on hand plus petty cash receipts should equal the authorized amount of the fund.
- All cash shortages are identified and reported to Student Services Manager and Director of Finance within 24 hours if the amount is less than \$50, or 2 hours if the amount is \$50 or more.
- Activity of allowable expenditures must be reported, substantiated, reviewed, and approved monthly in order to receive a replenishment of funds.



Senate  
40<sup>th</sup> Legislative Session  
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19 April 2005

**Student Association Bill [SLE.40.62]  
Combination of Senate Funds**

**WHEREAS,** By combining all of the senate accounts it will be easier to allocate money to the organizations who are asking for funds; and

**WHEREAS,** By combining the remaining accounts together it will alleviate confusion about the amount of fund we have left to allocate.

**THEREFORE BE IT ENACTED** by the Student Association Senate of the State University of New York at Oswego that the funds in the following accounts be transferred into account 6502

- Account 6501**
- Account 6505**
- Account 6506**

**SUBMITTED BY:** Alan Hershkowitz, Waterbury Hall Senator

SENATE ACTION  
Passed by 17-0-1

  
\_\_\_\_\_  
Ian Farrell, President

DATE PRESENTED TO PRESIDENT  
20 April 2005

4-27-05  
\_\_\_\_\_  
Date Signed by President



Senate  
40<sup>th</sup> Legislative Session  
24<sup>th</sup> Meeting  
26 April 2005

**Student Association Bill [SLE.40.63]  
Executive Account Transfer**

- WHEREAS,** the Student Association President has an Executive Projects account that can be used to support Student Association activities; and
- WHEREAS,** SAPB is in need of funds in order to provide food for the May Day activities, totaling \$1750; and
- WHEREAS,** the Student Association President has agreed to pay \$1250 for this expense through the Executive Projects Account (#5580); and
- WHEREAS,** the Executive Projects Account has nearly been depleted and is in need of a transfer of funds.

**THEREFORE BE IT ENACTED** by the Student Association Senate of the State University of New York at Oswego authorize the transfer of \$1250 from Account #5607 to Account #5580 for the purpose of funding the SAPB May Day activities.

SUBMITTED BY: Ian Farrell, Student Association President

SENATE ACTION  
Passed by 17-0-1

  
\_\_\_\_\_  
Ian Farrell, President

DATE PRESENTED TO PRESIDENT  
27 April 2005

4-27-05  
\_\_\_\_\_  
Date Signed by President





State University of New York at Oswego

# STUDENT ASSOCIATION

Website: [www.oswego.edu/sa](http://www.oswego.edu/sa)

202 Hewitt Union, Oswego, New York 13126 • Phone# (315) 312-3601 • Fax#: (315) 312-5410 • E-mail: [sa@oswego.edu](mailto:sa@oswego.edu)

Senate  
40<sup>th</sup> Legislative Session  
24th Meeting  
26 April 2005

**Student Association Bill [SLE.40.64]**

**SPECIAL ORDERS: SAPB May Day Events**

**WHEREAS,** SAPB has requested \$500 for costs pertaining to May Day.

**THEREFORE BE IT ENACTED** by the Student Association Senate of the State University of New York at Oswego that \$500 be authorized from account #6502 to SAPB and May Day.

**SUBMITTED BY:** Jenn Mott, Off-Campus Senator

SENATE ACTION

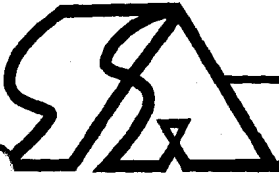
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Senate  
40<sup>th</sup> Legislative Session  
24<sup>th</sup> Meeting  
26 April 2005

**Student Association Bill [SLE.40.65]**

**SPECIAL ORDERS: Reserve Fund**

**WHEREAS,** It is important for the Student Association to build a reserve fund to provide for unforeseen events; and

**WHEREAS,** At the last Senate session of the 2004-05 year there is a remaining balance of \$4000 in account # 6502

**THEREFORE BE IT ENACTED** by the Student Association Senate of the State University of New York at Oswego that \$4000 be authorized to transfer from account #6502 for the reserve fund.

SUBMITTED BY: Jenn Mott, Off-Campus Senator

SENATE ACTION

Passed by 17-0-1

  
\_\_\_\_\_  
Ian Farrell, President

DATE PRESENTED TO PRESIDENT

27 April 2005

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