

LIBERTY UNIVERSITY STUDENT GOVERNMENT ASSOCIATION

Finance Guidelines for Student Clubs/Organizations

In accordance with tax law, the following guidelines have been implemented by the Liberty University Accounting Department as a means to define a student club/organization (“club”) and classify the nature and purpose of its activities.

1. Club Categorization

Clubs are categorized in one of three ways:

- a) **Category 1** – An approved and official Liberty University club who possesses its own tax ID, or who is a local chapter and has the use of a parent organization’s tax ID. This club has multiple funding sources for operations, including but not limited to, a governing body, such as the Student Government Association (SGA) or the Student Bar Association (SBA), dues, fund raisers, outside or parent organization donations, etc. This club is a non-related entity of Liberty University and is responsible for its own tax reporting.
- b) **Category 2** – An approved and official Liberty University club whose sole funding source is its governing body (SGA). No outside funding sources are allowed, including, but not limited to, fund raisers, outside donations, dues, etc. This club operates as a sponsored activity of its governing body only and does not have a separate account.
- c) **Category 3** – An approved and official Liberty University club who has multiple funding sources for operations, including, but not limited to, governing body sponsorship, member dues, fund raisers, outside or parent organization donations, etc. This club is responsible for managing its own

account according to University Policy, but tax reporting is handled by the University.

2. Next Steps

Following approval as a new University club, clubs must complete a Classification Inquiry form. Note: Upon request, a club may be required to complete a Revenue Generating Activities Questionnaire form in order for Accounting to properly determine the categorization. Once Accounting has determined the appropriate categorization of a club, the following actions will take place:

- **Category 1** – A completed W9 form must be submitted to Accounting. Any current balances, as well as future Liberty donations, will be issued to the club by check, via Banner requisition, for off-campus banking.
- **Category 2** – All club activities will be funded through petition to the club's governing body (SGA).
- **Category 3** – The club will use the University's finance tools to maintain their account balances, complete financial transactions (payment requests, deposits, etc.) and is responsible for adhering to all SGA and University policies and procedures.

Liberty University SGA Finance Policy

In accordance with tax law and Liberty University guidelines for student clubs, the Treasury has established the following finance policies.

1. Clubs must fill out a Classification Inquiry form to receive funding.
 - a. Check the Finance Guidelines for Student Clubs/Organizations above for more information on this.
2. In order to receive SGA funding, all clubs must fill out a Finance Request Form.
 - a. All Finance Request Forms must be submitted three weeks (21 days) prior to the date of receiving the requested funding; otherwise, the form will not be processed.

3. The SGA office, located in Green Hall 1884, is open from 8:00 A.M. to 5:00 P.M. Monday-Friday. SGA staff members are not required to communicate via phone, email, or process checks, forms, etc. outside of these hours, or on the weekends.
 - a. All correspondence with the Office of the Treasury can be directed via email to treasurer@liberty.edu or by phoning the SGA office at (434) 582-2323.
4. Funding for clubs will be granted only for the current semester. New Finance Request Forms will be received and processed beginning the first day of classes for each semester.
5. No refunds will be issued for any reason.
6. SGA reserves the right to deny funding at any time to clubs, as funding is a donation.
7. If a club is not in good standing with SGA, no funding will be given.
8. If a Category Two club acts outside of their guidelines (e.g. fundraising, charging dues, etc.), they will receive no further funding from the Office of the Treasury and Student Government Association for the duration of the semester in which the infraction occurred and will be ineligible for funding the following semester. This is an act of tax fraud on behalf of Liberty University.
9. No Category 2 or Category 3 club will be able to conduct fundraisers for an external non-profit without prior approval from the President of the University.
10. Any revenue raised, such as money from ticket sales, bake sales, Sodexo labor, etc., is now considered University revenue and must be deposited as such at the cashier's office, located within the Student Service Center in Green Hall 1569, in accordance with LU's cash policy.
11. Any funding spent above the approved amount from the Office of the Treasury will not be reimbursed.
12. All clubs must bring in any excess money (leftover cash resulting from spending less than the approved amount) and all receipts of expenditures to the SGA office within three (3) business days of their event. Failure to do so will result in suspension of club funding for a month.

13. Clubs are not allowed to purchase assets of any kind, including but not limited to: property, equipment, or inventory.
14. Clubs may be requested to complete a new Categorization Inquiry Form if it appears that the club is no longer operating within the definition of their current club category.
15. Liberty University has granted the Student Government Association the role of acting as a liaison between clubs and administration. Therefore, in accordance with University policy there should be no contact between clubs and any University office, including but not limited to the Budget or Accounting offices. If a club attempts to bypass SGA and contact a University office, the club's funding will be suspended for the remainder of the semester in which the infraction occurred, and pending approval of Administration, might also be suspended the following semester.