Undergraduate College and School Governments

Undergraduate College and School Government Funding allows the student governments from the College of Arts and Sciences, the College of Business Administration, and the School of Nursing to obtain funding for activities for the students in their respective colleges and operational expenses.

A. Eligibility for College and School Government Funding
1. The college or school government must be registered as a student organization in the Student Activities Office, and it must be the student governing body of one of the three undergraduate schools.
2. The college or school government must be open to all students in their respective school, either through open acceptance, open elections, or an open and fair application process.
3. Activities must be organized and planned by Creighton students for members of the Creighton community, primarily students.
4. The college or school government must have a mission or purpose that is congruent to the mission and purpose of the University and CSU.
5. Activities sponsored by the college or school government must have a mission or purpose congruent with the University and CSU.
6. The college or school government’s President must regularly attend CSU Cabinet meetings.
7. The college or school governments must have one Creighton Federal Credit Union account with the following requirements:
   i. A corporate resolution updated with the current officers;
   ii. The statements sent to the Student Activities Office;
   iii. A two signature requirement on the account; and
   iv. The CSU Vice President for Finance as a signer on the account.

B. Guidelines for Use of CSU Funds
1. College and school governments are prohibited from purchasing assets with CSU funds. An asset is defined as something that cannot be used up in less than one fiscal year.
2. College and school governments cannot purchase alcohol with CSU funds. It is mandatory that the Alcohol Policy Acknowledgement form be filled out by each organization. The purpose of the form is to state that each organization and class is familiar with the policies and procedures concerning alcohol. This form is available online at www.creighton.edu/cs or in the Student Activities Office and must be turned into the CSU office before any event is sponsored.
3. CSU funds cannot be used to purchase gift certificates.
4. College and school governments are prohibited from donating CSU funds to any organization inside or outside the University; i.e. University departments, charitable organizations, scholarships.
5. CSU funds and/or items purchased with CSU funds may not be used for the purpose of endorsing a candidate
6. CSU funds cannot be allocated to other student organizations.
7. Consequences for violations of any funding policies will be determined by the Executive Committee and can include, but are not limited to:
   i. Denial of funding for current and subsequent semesters; and
   ii. Probation, in which funding can be limited, restricted, or held for a specified amount of time

C. Funding Process
1. Budget Submissions: In order to receive CSU funding, college and school governments must submit budgets for each semester at the first Cabinet meeting of the semester. These budgets must include:
   i. Anticipated expenses;
   ii. Anticipated sources of revenue; and
   iii. Anticipated activities and programs with descriptions.
2. Budget submissions are reviewed by the CSU Executive Committee.
3. The Executive Committee determines how much to allocate the college or school government by:
   i. Assessing all the components of the budget submission;
   ii. Ensuring that the activities, as well as the college or school government itself, meet all of the eligibility requirements and that all components of the budget conform to CSU funding policies; and
   iii. Evaluating the college or school government’s financial history with CSU.
4. The decision of the Executive Committee may include certain additional stipulations on what CSU funds can and cannot be spent on.
5. After the college or school government has been notified of the Executive Committee’s decision, they will have one week to protest the decision.
   i. All protests must be made in writing and received no later than one week after the notification of the Executive Committee’s decision has been sent.
   ii. If protested, the college or school government’s budget will be reviewed by the Finance Committee at the next Finance Committee meeting.
   iii. The Executive Committee’s decision will be overturned, if and only if all members of the Finance Committee that are not members of the college or school whose government is protesting unanimously vote to allocate a different amount.
   iv. If the members of the Finance Committee who are not members of the college or school whose government is protesting unanimously vote to allocate a different amount, the decision is brought before the Executive Committee, who must concur with the Finance Committee’s decision by a majority vote. If the Executive Committee does not concur with the Finance Committee’s decision, the Executive Committee’s original decision will stand.
   v. If the members of the Finance Committee that are not members of the college or school whose government is protesting do not unanimously decide on a new allocation, the Executive Committee’s decision will stand.
6. Once the budget is approved and decisions are finalized, it takes up to 15 days for funds to be available. The funds will then be deposited into each college or school government’s Creighton Federal Credit Union account.

D. End of Semester Financial Reports

1. College and school governments are required to submit End of Semester Financial Reports that are due at the final scheduled CSU Cabinet meeting of the semester.

2. Failure to submit end of semester financial reports by that time will forfeit the college or school government’s eligibility to receive funding for the next semester.

3. End of Semester Reports must include:
   i. Beginning and ending balances of the account;
   ii. An outline of exact expenditures and the items to which the expenditures correspond on the government’s budget;
   iii. Original receipts and/or invoices accounting for all expenses
      a. Proper receipts must be official, itemized receipts that detail the service or items being paid for;
      b. Credit card statements, emails, and copies of checks will not be accepted as proper receipts;
   iv. A list of any other revenue earned by the organization and how that revenue was spent; and
   v. Detailed explanations for any significant deviations from the budget that was submitted at the beginning of the semester

4. Only money that is accounted for with receipts corresponding to approved expenses will be considered spent and accounted for. Any money not accounted for with proper receipts will be considered unspent/unaccounted for.

5. At the end of the fall semester, the CSU Vice President for Finance will review the fall End of Semester Report submissions and notify the college and school governments of any unspent/unaccounted for funds before the next allocation is made.

6. At the end of the spring semester, the CSU Vice President for Finance will do an initial audit of all college and school government reports for the entire fiscal year. College and school governments that have submitted their End of Semester reports on time will be notified of any unspent/unaccounted for funds no later than the last Friday in May.

7. College and school governments will have until the last Friday in June to submit additional receipts to account for unspent/unaccounted for funds.

8. At the end of the fiscal year, any unspent/unaccounted for funds for the year will be withdrawn from the organization’s account.

9. If the unspent/unaccounted for funds are not available in the organization’s account, the college or school government will be placed on probation the following semester(s) with terms set by the Executive Committee.