

# Funding Policies



## The Allocation and Internal Audit Committee

**Version: 3/6/2008**

*Governs all requests made on 3/6/2008 or later*



## The Allocation & Internal Audit Committee

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## To the user of this document:

As part of an effort to meet your requests and needs for a single resource containing all of AIA's funding policies, we have created this document as a public and readily available reference for you and your student organization.

These are the same exact policies that AIA uses in deciding your various funding requests. Get to know these policies. Reference this document each time you wish to request funds. Overall, it will save you time and may even result in earning you more money!

However, keep in mind that these policies are subject to change at any time (as often as every week!) to meet the evolving needs of student organizations and to keep the material contained herein accurate, relevant, timely, valid, and complete.

Therefore, **view this document each time you request funds, checking the date of the last revision**, which is found on the front cover. If this has been revised since your last request, you should recheck any sections relevant to your new request.

Should any conflicts arise, AIA will follow the rules in the document active as of the date of your request.

Glance through these policies now and get acquainted. Learn a few. Then reference them in detail when you go to make your request. If you have questions at any time, simply contact your liaison or e-mail [aia@bentley.edu](mailto:aia@bentley.edu).

Good luck!

Sincerely,  
The Allocation and Internal Audit Committee

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## **Section 100 – Introduction**

- § 101 AIA has compiled into the following sections and sub sections the policies and rules it uses to decide student organizations’ funding requests. Only **financial** policies are included herein, however, and the other resources on AIA’s website should be consulted for information on how to request funds, how to begin an appeal, learn the treasurer’s responsibilities, obtain the necessary documents, contact your liaison, see AIA’s Constitution, et cetera.
- § 102 Since the Student Activity Fee is a mandatory imposed fee, it is AIA’s policy to be fully neutral in its funding decisions and in its written policies, rules, and regulations; AIA may not restrict funding to an organization or base a decision in any part on the stated mission (i.e. religious, political) of a student organization. However, AIA reserves the right to not fund a request that differs from the stated mission of an organization.
- § 103 Funding decisions rest solely with AIA and no organization shall ever consider funding to be guaranteed for any reason including the merits of the request, precedence, past success of an event, or reputation of the organization.
- § 103.1 Funding decisions are based on how to best serve and most directly benefit all the students of Bentley College, as well as most fairly and equitably allocate the Student Activity Fee.
- § 103.2 Funding approval is subject to the amount of funds available for disbursement at the time of the request.
- § 103.3 AIA may limit or deny funding for a number of additional reasons including but not limited to only funding one (1) of multiple similar events or only funding a portion of multiple events occurring at the same time. Co-sponsorships between two or more organizations are highly encouraged.
- § 103.4 Policies, rules, and regulations contained herein are complex but are needed to:
- (a) ensure fairness among allocations to various groups;
  - (b) curtail or prevent abuse of the Student Activity Fee monies; and
  - (c) ensure compliance with all college policies and all applicable local, state, and federal laws.
- § 104 Organizations are responsible for keeping their own records of their activities—including knowing what was allocated to them, recording what was spent on their Expense Tracking Forms (“ETFs”), and knowing what they have available to spend. Student Life and AIA account balances are not real-time because many student account transactions lag 1-2 months behind (i.e. Sodexo food charges usually post 2 months after the actual event).

## **Section 200 – Eligibility & Restrictions**

- § 201** In order to request any funds from AIA, an organization must:
- § 201.1 be recognized by the Association of Bentley Activities (“ABA”) and the Office of Student Life as an official student organization; and
  - § 201.2 be open to all members of the Bentley College community and not restrict membership on the basis of race, color, gender, sexual orientation, ethnicity, religion, political views, handicap, academic standing, or on any other basis.
- § 202** Specific events and activities receiving funding from AIA must:
- § 202.1 be sufficiently advertised ahead of time by as thorough means as possible (i.e. Vanguard advertisement, campus flyers, word of mouth, closed circuit TV channel); and
  - § 202.2 be open to all members of the Bentley College community as described in § 201.2 above except:
  - § 202.3 when the nature of the event does not permit this and the organization and other events are otherwise wholly open to the entire campus (i.e. Model UN hosting a conference for middle school students).
- § 203** Organizations shall not spend more than what was allocated to them, nor shall organizations spend allocated funds differently from what appears on their budget request.
- § 203.1 Organizations may request additional funds or a reallocation of funds at any time before the expense is incurred.
  - § 202.2 Organizations may and are encouraged to generate funds from outside sources, member dues, and released profit from fundraising events. These funds may be used in any way that the organization sees fit including supplementing AIA-funds for events and for items not allocated by AIA.
  - § 203.3 Should an organization spend differently than what was allocated or spend more than what was allocated, then the organization shall be subject to the following:
    - (a) If there is no unrestricted profit in the organization’s account, then punishment shall be left up to the discretion of AIA. Punishment may include but is not limited to (1) the organization providing community service, (2) denial of any future funds requested, (3) immediate withdrawal of any funds allocated but not yet spent, or (4) use of organization’s profit to reimburse AIA for the misused funds.
    - (b) The punishment shall occur in the same semester or academic as the transgression so as not to punish future members that had no part in the transgression.
- § 204** Funding by AIA shall only be given prior to an event occurring; in no situation will AIA provide funds as a reimbursement for expenses already incurred or provide funds retroactively.

- § 204.1 Organizations may use their own unrestricted funds or their officers' personal funds at any time to pay for any expense.
- § 204.2 Any expenses incurred or funds spent but not allocated by AIA shall be paid from the organization's own unrestricted funds. If no such funds exist, then consequences as discussed above in § 203.3(c) shall be used.
- § 204.3 In the rare event that an actual expense incurred is slightly higher than requested and allocated, AIA may provide additional funding for the difference provided that one or more of the following criteria are met:
- (a) the higher actual price could not have been foreseen and is not the result of improper or insufficient planning, or ignorance or negligence;
  - (b) if for extra costs or damages, they result from an unforeseen natural occurrence and not from negligence or improper use or safeguarding of assets;
  - (c) the additional expense is deemed an "emergency" (defined as immediately necessary to protect the life or safety of those involved);
  - (d) the additional expense is for a higher cost for an item or expense already allocated and not a new expense (except when *b* or *c* is applicable);
  - (e) unallocated Student Activity Fee funds are still available; and
  - (f) AIA approves the additional expense deeming it to have met the above criteria. Determination of whether the above criteria are met rests solely with the AIA committee members and AIA reserves the right to deny funding for any request when it deems the organization partly or fully responsible.
- § 205 Organizations must appear in front of AIA at least two (2) weeks or 14 days in advance of an event or activity that they wish to receive funding. This is to allow the organizations to properly plan the event as well as give AIA enough time to make a decision if more information is required.
- § 205.1 Organizations may e-mail their liaison for certain decisions up to the date of the actual event. Note, however, that liaisons are only allowed to make certain decisions so its best to be safe and present to AIA ahead of time.
- § 206 Newly recognized organizations or organizations that have been inactive for more than one (1) academic year may not receive more than \$500 in allocations during their first budgeting semester in existence.
- § 206.1 "Inactive" is defined as having no official operations including holding no official meetings, hosting no events or activities, and not receiving any funding from AIA.
- § 206.2 If an organization becomes recognized in the middle of a semester, that semester shall be counted as the first semester only if the organization's funding request is heard by AIA in the first half of the semester (heard by the end of the sixth (6<sup>th</sup>) week of classes).

- § 206.2 Organizations that don't have their funding request heard until the second half of the semester (as defined in § 207.2 above) will have the next semester count as their first semester, and will be subject to the \$500 maximum for both the partial and full semesters.
- § 207 All promotional material (printed, electronic, or otherwise) for an event funded partially or fully by AIA monies shall include "Funded by the Student Activity Fee," "Funded with your Student Activity Fee dollars," or "Funded in part by your Student Activity Fee" in font at least 12 point.
- § 208 Student organizations are strictly prohibited from using or keeping any funds in separate, external accounts of any bank or financial institution. The organization's Bentley College/Student Life account is to be the sole account used.
- § 209 Student organizations are permitted to co-sponsor events with other organizations, groups, and departments that are not recognized by ABA or Steering Council and that are not funded by AIA. However,
- § 209.1 If the AIA-funded organization(s) requests the event or activity to be fully or even partially funded by Student Activity Fee dollars, then all policies contained within this Policy Manual apply to the entire event. This includes but is not limited to:
- (a) The profit policy contained in §401 which disallows profits to be used on the non-funded/non-recognized organization(s).
  - (b) Per §202, the event or activity being cosponsored must be open to the entire Bentley College student body.
- § 209.2 Individual sororities and fraternities may not co-sponsor events with Greek Council. By its definition, Greek Council's constituencies are the individual sororities and fraternities. All events and activities done by Greek Council are assumed to include the labors of individuals in one or more sororities and/or fraternities. However, the planning and responsibility of the event shall rest with the Greek Council.
- § 210 AIA requires that all semester and annual budgets must be reviewed by a student organizations' Bentley Advisor. After the review, the advisor must sign the cover sheet indicating approval and knowledge of your organization's activities.

## **Section 300 – Cash**

- § 301** Student organizations are prohibited from holding onto cash for more than two (2) business days after the event, activity, and collection of the cash or other need for the cash.
- § 302** Cash must be deposited in the student organization's account at the Rauch Cashier's Office by the end of the second business day. Per § 208 above, organizations cannot maintain a separate bank account with an external financial institution.
- § 302.1 If events or sales are held in the Student Center, the organization may deposit the cash proceeds to the on-duty student manager.
- § 302.2 The Student Center's Information Desk can also sell tickets on behalf of student organizations and manage the cash which includes directly depositing the proceeds into student organizations' accounts.
- § 302.3 The Student Center's Information Desk has cash boxes available for student organizations upon request that include sufficient coins and bills for making change.
- § 302.4 Ticket sales at the Information Desk or elsewhere are governed by rules set forth by the Association of Bentley Activities, Steering Council, Student Life, or other governing entities except when AIA appends the policies to include:
- (a) if an organization doesn't sell tickets at the Information Desk, then Bentley students shall still be given an equal opportunity to purchase the tickets.
- § 303** Organizations may collect dues to be used as unrestricted profit to fund any items including those expenses not funded by AIA.
- § 303.1 At the committee's discretion, AIA may grant monies for state, regional, or national dues.
- § 303.2 Personal or individual dues shall not be funded using AIA monies because expenditures of the Student Activity Fee must benefit the entire campus.

## Section 400 – Profit

- § 401** Any organization that generates revenue from an event must show those revenues in the organization’s Student Life account. This account is subject to the policies and rules of AIA. If the event is funded with Student Activity Fee money the organization must reimburse AIA the amount if the revenue generated was equal to or less than the amount allocated by AIA.
- § 401.1 If the amount of revenue generated was greater than the amount allocated by AIA (after payback of allocated money), then the profit shall be held in a separate virtual account named “restricted profit.” This account will be held by AIA specifically for the use of the organization that made it but its use will be by AIA’s approval.
- § 401.2 “Restricted Profits” are overseen by AIA and used only toward the organization that created the profit. This account is subject to Bentley’s policies as an institution. The restricted profit account is not subject to standard AIA policies except when in regard to those which intersect with Bentley’s policies. (For example, § 706 which limits the number of members that may attend conferences does not apply.) The reasoning behind restricting organizational profits is to guarantee that those funds are spent in the correct manner for that organization and not in error or violation of institutional rules.
- (a) Purchasing of alcohol or any alcoholic beverage using any funds (including the organization’s own resources) is strictly prohibited (**§ 604**).
- (b) Restricted profits cannot be spent on unfunded organizations (i.e. when a funded organization co-sponsors an event with one or more non-funded/non-recognized organization(s), the profit generated may not be spent on the non-funded organization.
- § 401.3 The restricted profit account will be zeroed out at the end of the fiscal year (at the conclusion of the spring semester). It is possible an organization may avoid the zero out by requesting to use the restricted profit for specific and detailed purposes only. This request must be made in advance and approved by AIA, see § 401.4. AIA believes that the profits created should be used for that organization and its’ current members. AIA also does not encourage “stock piling” of monies. This prevents the community as well as the organization’s current members from benefiting.
- § 401.4 Requests for the use of restricted profits, those of which are left at year end and would otherwise be zeroed out, must be made on the spring budgeting day of the current academic year (i.e. for requests to use Fall ‘05’ profits in Fall ‘06,’ an organization must make the request on the last budgeting day of the current academic year, Spring ‘06’). The request must be detailed and presented in good format as required currently by AIA. The request must also meet the above requirements and be allocated on a case-by-case basis. Failure to meet the required standards of AIA will result in the profit account being zeroed out.

- § 402** Organizations are prohibited from making charitable donations or gifts using Student Activity Fee monies. Bentley College is a non-profit entity and thus cannot transfer funds to another entity also with non-profit status.
- § 402.1 AIA may fund student organizations whose *mission* it is to provide charitable or community service (i.e. Circle K or Habitat for Humanity). Monies raised for charities by these pre-approved organizations is not subject to the profit policy and 100% may be donated to charity.
- § 402.2 Organizations may choose to raise funds themselves or donate entrance proceeds of an otherwise occurring event for charitable purposes.
- (a) If an organization holds a fundraiser, seed capital must be provided by the organization and not AIA funds. Proceeds may first at the organization's discretion cover the organization's costs before being donated to the charity.
  - (b) Charities receiving funds raised by student organizations must have a federal tax ID or be approved by AIA or Student Life as a legitimate charity.
  - (c) For § 402.2, a "fundraiser" is defined as an activity that sells or otherwise trades tangible goods for revenue or donations (i.e. a bake sale).
  - (d) For § 402.2, an "otherwise occurring event" is defined as a stand-alone activity, event, or get-together that either accepts donations at the event and/or donates entrance proceeds to a charitable cause. It would occur with or without the charitable portion, and no tangible good is sold or traded for money (i.e. Festival of Colors donating entrance fee proceeds to tsunami victims, or CAB's Kamping for Katrina).
- § 402.3 Charities receiving fundraised monies must be US-based or have a US Tax ID number to insure that they are a legitimate charity and the monies will be used as intended.
- § 403** Every organization claiming rollover (i.e. dues and/or profit) must request it from the Student Budget Coordinator by September 30<sup>th</sup> of the following academic year. If an organization fails to do so, they forfeit their profit to AIA.

## **Section 500 – Personal Gifts & Compensation**

- § 501** No gifts or compensation shall be provided to any person that is an employee of Bentley College using AIA monies. All monies (regardless of source) may not be used to compensate a student of Bentley College unless § 501.2 is met.
- § 501.1 Any speaking appearances or work done by faculty and staff are considered extensions of their regular salaried compensation. In addition, police detail and janitorial services are provided free of charge to student organizations' events.
- § 501.2 Work done by students are done on a purely volunteer basis and federal work-study laws prohibit AIA from paying wages, stipends, scholarships, or providing other financial compensation to students unless explicitly approved ahead of time by the Office of Financial Assistance/Student Employment.
- § 501.3 The giving of senior gifts using AIA funds is strictly prohibited.
- § 502** Honorariums for speakers shall not exceed \$100 per person.
- § 502.1 Honorariums are considered gifts and Student Activity Fee Funds shall not fund any honorarium given to any student or employee of Bentley College.

## **Section 600 – Food & Beverages**

- § 601** Funding of food and beverages (hereafter “food”) for meetings, social events, and other closed activities of the organizational membership or e-board is not allowed using AIA monies except as specified in the following sections.
- § 602** Organizations may receive funding for food at one meeting or event for purposes or recruiting new members. Funding is based on need and is limited to \$50 per semester.
- § 603** Organizations may receive funding for food for events where the entire campus participates or where the event is cultural or culinary in nature and open to all students. Funding is based on need and determined on a case by case basis.
- § 603.1** Due to contractual terms between Bentley College and its on-campus food service provider, all food service for events must go through Sodexo except:
- (a) when a food service waiver is granted by Sodexo (granted when Sodexo cannot produce a specific food required such as Indian or Vietnamese); or
  - (b) when students prepare the meal themselves such as during an outdoor barbeque, or during a religious or ethnic meal (i.e. Hillel Shabbat dinner).
- § 604** Purchasing of alcohol or any alcoholic beverage using any funds (including Student Activity Fee funds and the organization’s own resources) is strictly prohibited.
- § 604.1** This includes but is not limited to: refreshments during on-campus events, drinks during meals at conferences, or gifts.
- § 604.2** AIA can allocate for bartending charges of on-campus events requiring bar service because AIA is funding the cost of the bartender’s wages, not the alcohol itself.

## **Section 700 – Conferences & Retreats**

- § 701** AIA funding of conference requests is based on the benefit the conference will provide to the student organization, all student organizations, and the greater campus community. Decisions are made on a case by case.
- § 702** Understanding that the purpose of conferences and retreats (hereafter “conferences”) is to invest resources that will benefit not only a single organization but all student organizations and the greater campus community, AIA can fully or partially fund limited members to attend such events.
- § 702.1 Conferences are defined as overnight.
- § 702.2 Conference expenses that **may** be fully or partially funded are:
- (a) registration;
  - (b) airfare;
  - (c) accommodations
- § 702.3 No conferences will be funded with Student Activity Fee monies that only benefit the individuals attending.
- § 703** Students in their final semester at Bentley College may not attend a conference funded partially or fully by AIA monies.
- § 704** AIA requires that an advisor attend a conference as a condition of funding during spring and winter break and summer vacation or based other risk factors as determined by the board.
- § 705** Funding by AIA for conferences is limited to one (1) conference per academic year. This is necessary to allow other student organizations to also attend conferences.
- § 706** To allow other organizations to also attend conferences, the maximum number of participants that AIA may fund per academic year shall be four (4) students and one (1) advisor (if required).
- § 706.1 Organizations may elect to send more members to a conference than allocated by AIA if they have or raise the necessary funds for the additional participants.
- § 707** Members of organizations that choose to attend conferences are financially responsible for arrangements made by AIA and Student Life made on their behalf. Once any costs have been paid on their behalf, they are personally responsible for:
- § 707.1 finding a replacement member to attend in lieu of themselves, or
  - § 707.2 for reimbursing AIA and the Student Activity Fee for the costs incurred.
  - § 707.3 Any change fees associate with switching arrangements to another person are the financial responsibility of the original participant.

- § 707.4 Organization members that attend conferences shall sign a contract affirming their understanding of and agreement to all parts of § 707.
- § 708 Budgets for conferences must be requested 6 weeks in advance due to their high costs and the planning that goes into them.
- § 709 Conferences must be booked within 2 weeks of receiving the allocation or funds shall be forfeited to AIA.
- § 710 In order to attend a conference, Organizations must hold at least one event per semester. First general meetings do not count as events.

## **Section 800 – Transportation**

**§ 801** No funding shall be provided to student organizations by AIA for transportation within a twenty (20) mile radius of Bentley College.

**§ 802** When student organizations use their own personal transportation to go to events or conferences, they may request to be reimbursed at the rate of \$.35 per mile driven in excess of 20 miles.

For example, if an event is 35 miles away from Bentley College, then the organization would be reimbursed for 15 miles driving to the event and 15 miles returning from the event for a total of 30 reimbursable miles.

**§ 803** Van rentals, car rentals, and bus charters must be done through Bentley College's approved vendors. Bentley has negotiated lower rates with these vendors.

§ 803.1 Drivers of vans and cars must be cleared ahead of time by Campus Police as a safe driver.

§ 803.2 School buses shall be used on trips of two (2) hours or less.

§ 803.3 Coach buses may be used on trips of two (2) hours or more.

**§ 804** AIA will not fund international travel and/or conferences.

## **Section 900 – General Expenses**

- § 901** Funds for office supplies are allocated based on need and shall not exceed \$50 per semester for organizations with an office and \$25 for organizations without an office in the Bubble.
- § 902** Black and white copies may made on campus for free; therefore, AIA shall not allocate any funds to student organizations for black and white copies.
- § 902.1 Copies of 100 or less may be done on the Bubble copier.
- § 902.2 Copies in excess of 100 may be done at the Morrison Copy Center.
- § 903** AIA shall not reimburse organization members for charges associated with lost office keys.
- § 904** AIA shall not allocate funds for the development of organizational websites.
- § 904.1 AIA may allocate funds for domain name leasing.
- § 904.2 AIA may allocate funds for website external hosting only if the organization's website cannot be hosted free on-campus due to technological limitations.
- § 905** AIA shall not allocate for any item described as “miscellaneous” or “ad hoc” with the exception of large-scale events that require funds for spontaneous expenses. AIA shall be the sole determiner of which events qualify and the amount necessary.
- § 906** Due to their high cost, promotional items are only allocated on a case by case basis, and are subject to the following rules:
- § 906.1 Not more than \$200 for the fall semester and \$100 for the spring semester shall be allocated for general promotional merchandise (pens, balls, note pads, magnets, etc.).
- (a) All such materials shall be used for new member recruitment.
- (b) Vendor quotes are required and only the amount of the quote will be allocated; AIA will not allocate any funds for this purpose without a quote.
- § 906.2 AIA may allocate funds on a case by case basis to student organizations for advertising of specific events provided that:
- (a) the promotional materials advertise the specific event only and not the organization, and
- (b) the promotional materials and/or method is creative, unique, and will differentiate the event from other events and thus justify the added expenditure.
- § 906.3 Due to their high cost, T-Shirts for promotional purposes are usually not funded by AIA. T-Shirts may be funded (wholly at AIA's discretion) for other non-promotional purposes such as if they're needed for the organization's mission.

- § 906.4 Banners depicting the student organization's name are considered a capital item (see rules at § 1000 below) and AIA expects student organizations to reuse each year; however, banners may be allocated at AIA's discretion when:
- (a) the banner is impaired due to poor physical condition,
  - (b) the banner is obsolete due to a name or logo change, or
  - (c) the organization is new and no banner yet exists.
- § 907 Organizations may hand out prizes at events provided that:
- § 907.1 the prizes are distributed completely at random or based on individuals' performance in a game or activity, and
  - § 907.2 the prizes are not cash.
  - § 907.3 the prizes can only be won by Bentley students.
- § 908 Organizations that purchase sports or event tickets for any purpose shall not pay more than face value for the tickets.
- § 909 Organizations utilizing color copies or professionally-produced color posters shall be limited to one (1) event or activity per semester that they may receive funding for these items.
- § 910 Student Activity Fund shall not be used to pay the tip of any individual including but not limited to bus drivers, hotel maid service, and restaurant wait staff.
- § 911 AIA shall not allocate for late fees or late charges (i.e. conference registrations, car rentals, etc).
- § 912 AIA recognizes a student organizations need to decorate for events. Henceforth, we shall impose a decoration limit for the following rooms: the pub, the Back Bay and the EDR. Decoration expenses are as follows: \$50 in the pub, \$100 in the Back Bay and \$200 in the EDR.
- § 912.1 However, AIA will hear requests on a case by case basis.
- § 913 Student organizations must hold their first general meeting within the first 45 days of the semester or else they forfeit their allocation.
- § 913.1 The only exception shall be made to newly recognized student organizations that are recognized after 45 days.
- § 914 AIA will fund off-campus food events at a subsidy of \$10.00 per person for a maximum of 25 people once per semester.
- § 915 If an organization does not submit a Reading Day Budget Request by the appropriate deadline than AIA will not fund an event within 20 days of the new semester's beginning nor fund for a first general meeting.

## **Section 1000 – Capital Items**

**§ 1001** Capital Items are defined as an item or asset lasting more than one (1) academic year.

**§ 1002** Capital Items purchased fully or partially using AIA funds must be stored on campus and not with an organization member so that they may be reused in subsequent years.

**§ 1003** Capital Items purchased using Student Activity Fee funds shall not be given away as prizes or awards.

**§ 1004** In order to be allocated for clothing and uniforms (i.e. rugby uniforms), the items must:

§ 1004.1 be passed on to subsequent years' members and reused,

§ 1004.2 not display specific members' names, and

§ 1004.3 replace obsolete clothing (if an existing organization).

§ 1004.4 AIA shall not allocate funds to pay for personal clothing or personal uniform items (i.e. socks, cleats, mouthpieces, hair ribbons, etc.).

## **Section 1100 – Gambling**

**§ 1101** Federal, state, and local laws as well as Bentley College rules prohibit gambling with actual currency.

§ 1101.1 AIA may fund for events that include gambling as long as no actual cash is used for gambling purposes.

§ 1101.2 Organizations may give away door prizes as long as participants need not pay to obtain a ticket for the door prize drawing.

§ 1101.3 Organizations shall not hold raffles. Raffles are defined as the selling of one or more tickets to a person for the purpose of obtaining a chance at winning a prize.

## **Section 1200 – Appeals**

**§ 1201** Organizations unsatisfied with a decision may submit a formal appeal to AIA which includes asking for the original request a second time.

§ 1201.1 Organizations that appeal an AIA decision and are still not satisfied with the second AIA decision may then submit a formal appeal to the Association of Bentley Activities (“ABA”) Committee whose decision is final.

## **Section 1300 – Audits**

- § 1301** Over the course of the academic year, AIA shall audit selected student organizations' financial records for the purpose of ensuring compliance with AIA policies.
- § 1301.1 AIA shall select between 5 and 10 organizations to audit per semester, of which 70% shall be randomly selected and 30% shall be chosen at AIA's discretion which is based on high risk factors (i.e. size of budget, kinds of allocations, etc.).
- § 1301.2 Each organization shall be audited not more than twice (2) per semester and not more than three (3) times per academic year.
- § 1301.3 Audits are for the academic year to date and include the previous semester if done in the spring. If the audit is the second or third of an organization in an academic year, the period under review shall begin since the last audit instead of the start of the academic year.
- § 1301.4 Organizations failing an audit review are subject to the provisions contained in § 203.3. Note: failing an audit includes not submitting the requested documentation and/or refusing to cooperate with AIA during the audit.