

<b>FINANCE</b>  <b>PROCEDURE</b>  <b>MANUAL</b>	<b>TITLE:</b> Student Activity Budget Amendment	
	<b>NUMBER:</b> FIN-GRF-027	<b>VERSION:</b> 01
	<b>ISSUED DATE:</b> 12/3/2014	<b>REVISION DATE:</b> N/A

➤ **Purpose:**

Establish a budget amendment procedure to use when making changes to the original or current budget amount for Student Activity funds.

➤ **Definitions:**

**Current Student Activities Budget:** This is the current budget amount maintained in PantherNet. It consists of the original budget and any approved budget amendments. It is comprised of expected revenue, expected expenditures, personnel costs, current expenses and capital outlay.

**Original Student Activities Budget:** This is the annual total budget amount that receives final approval by the President or designee.

**Student Activity Budget Amendment Form (Amendment Form):** A form used to request changes to the original or current Student Activities budget.

➤ **Responsibility:**

**Vice President of Student Services and Enrollment Services:** Determines if any changes to the original or current budget are necessary.

**Student Life Director:** Responsible for requesting a budget amendment to the Grants Office. Student Life Director obtains necessary approvals for Student Activities budget amendment.

**Grants Accountant:** Provides financial oversight and necessary financial controls to the budget and expenditure process.

**President or designee:** Approves or denies any adjustments to the original budget.

➤ **Procedure Details:**

This procedure is to be followed whenever there is a budget amendment to the original or current Student Activities Budget. An Amendment Form will be used to request any budget changes.

1. The Student Life Director will be responsible for coordinating all budget amendments. Any student activity budget manager requiring changes, needs to address such needs with the Student Life Director.
2. Once the budget amendment amount(s) are determined, the Student Life Director will request the Grants Accountant to initiate an Amendment Form. Budget amendments will be numbered sequentially for the fiscal year.
3. The Grants Accountant will then complete the Amendment Form and forward it to the Student Life Director.
4. The Student Life Director will review the Amendment Form. All increases/decreases to the budget must be adjusted against the ending fund balance. Adjustments cannot exceed the available fund balance at anytime
5. The Student Life Director will submit the Amendment Form for necessary approvals.
  - a. All Amendment Forms require the approval of the Vice President of Student Activities and the President or designee.
6. Once the Amendment Form is approved; it will be returned to the Grant Accountant to process the change(s) to the current budget.

➤ **References:**

Procedure: FIN-GRF-026 Student Activities Budget Amendment

(procedure link goes here)

Florida Statute: 1009.23 (7):

<http://www.flsenate.gov/laws/statutes/2011/1009.23>

Administrative Code: 6A-14.057 Student Activities

<https://www.flrules.org/gateway/ruleNo.asp?id=6A-14.057>