



# SBC CONTRACT 2007-2008



STUDENT BUDGET COMMITTEE

ALL WESLEYAN STUDENT ASSEMBLY FUNDED GROUPS MUST COMPLY WITH THE FOLLOWING CONDITIONS:

- 1) The Budget Committee retains the authority over use of all allocated money for the entire period of this contract including the authority to call back any unused funds at any time, and may refuse any expenditure for any reason, subject to final approval of the WSA.
- 2) The SBC must be notified of **ANY** revenue made by WSA groups.
- 3) Please note that any agreement between a WSA sponsored (funded or non-funded approved group) and an outside (or, in some cases, on campus) music group, speaker, or vendor **MUST** be approved by the SBC or WSA Administrator (Cari) and Student Activities Director **BEFORE** any verbal agreement (by phone, fax, telegram or email) or written agreement (contract) is sent or signed. Failure to abide by this regulation indicates that the sole responsibility for any damages incurred rests with the individual signing or agreeing verbally to the contract.
- 4) **Furthermore, you should be aware that no group may maintain any outside accounts without specific SBC permission.** The SBC can at any time request a copy of your bank statement and cancelled checks. If you have an outside account, provide us with written notice as soon as possible. Otherwise, your entire allocation will be revoked. Revenue from events should be brought immediately to the WSA Office for deposit in your WSA group account. In the case of cash revenue when the WSA office is closed, money can be taken to Public Safety (208 High Street) for temporary deposit in their safe. Ask the officer in charge to count the money and give you a receipt. Then retrieve the money during WSA Office hours for deposit to your account. **AT NO TIME SHOULD CASH OR CHECKS BE PUT IN THE WSA MAIL SLOT OR UNDER THE DOOR, NOR SHOULD CASH BE KEPT IN YOUR ROOM. YOU WILL BE HELD PERSONALLY RESPONSIBLE FOR ANY CASH OR CHECKS LOST BECAUSE YOU DID NOT FOLLOW THESE PROCEDURES.**
- 5) **All WSA groups must appoint an SBC Rep.;** all requests for money and transfers of funds between groups should be approve in writing by the SBC Rep. The WSA reserves the right to deny any request or transfer on the basis that it is not signed by such person. **The name of the SBC Rep must be registered with the WSA,** and any change must be reported to the WSA Office and a new contract signed.
- 6) To use any campus facilities, rent any equipment, etc., the guidelines outlined in a short version of the Resource Manual for Student Groups (available soon).
- 7) All co-sponsorships and transfers between groups must be approved by the SBC.
- 8) The WSA Administrator (Cari) must be notified as to the manner in which bills are to be paid. If the payment is a reimbursement to those persons who have advanced money to pay the bill themselves, an itemized receipt must be supplied. Forms for reimbursement are available in the WSA Office. Any group holding a musical event, hiring a speaker must supply the Social Security # and HOME address of the performer(s) to the WSA Office (in compliance with IRS regulations pertaining to Wesleyan as a non-profit institution). If the WSA must pay the company or performer directly, we must have the original invoice or contract. All bills should be sent directly to WSA Office, 190 High Street, Middletown, CT 06459--**NEVER** to a student box. **STUDENT, FACULTY OR STAFF PERFORMERS MUST BE PAID ON A PAYROLL FORM.**
- 9) **GROUPS WHO SPEND UNALLOCATED FUNDS OR MISUSE ALLOCATED FUNDS WILL BE UNDER PENALTY OF STUDENT JUDICIARY BOARD ACTION.** Groups shall not incur debts in excess of their remaining funds, and **ANY** overspending shall be the personal liability of the signer of this contract. A current group is responsible for repayment of its debts from the previous year.

Group Name: \_\_\_\_\_ Acct #866 \_\_\_\_\_ Date: \_\_\_\_\_

Financial Contact Name: \_\_\_\_\_ Class: \_\_\_ Box # \_\_\_\_\_ Ext. \_\_\_\_\_ E-mail \_\_\_\_\_@wes

**Financial Contact Signature:** \_\_\_\_\_

Signing of this contract is considered to be agreement with the aforementioned conditions; and furthermore, it is acknowledgement of fiscal responsibility concerning the accountability before the WSA for use of said monies.