



University of California, Los Angeles  
Undergraduate Students Association

## FINANCE COMMITTEE

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**To: Undergraduate Students Association Council**  
**From: Ronald Arruejo, USA Finance Committee Chair**  
**Re: 2011-2012 USA Finance Committee Guidelines**  
**Date: 17 January 2012**

The following caps, maxes, and guidelines are recommended to be the **USA Finance Committee Guidelines** for the 2011-2012 year.

- To qualify for USA Contingency Funds, you must be a registered undergraduate student organization with a signed statement of non-discrimination on file. Contact your student organization advisor for more information.

<b>1 Daily Bruin Advertising, Newsmagazines</b>	<b>6120, 6125</b>
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Allocation of contingency funding to the Advertising line item shall not exceed the cost of a third of a page Daily Bruin advertisement. The cost of a third of a page ad in the Daily Bruin for 2011-2012 is **\$355.00 per program**. The Daily Bruin advertisement cost shall serve as the cap for all other types of advertising (i.e. newsmagazines).

<b>2 Graphics</b>	<b>6110</b>
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Allocation of contingency funding to the Graphics line item shall be limited to **\$500.00 per program**.

<b>3 Facilities</b>	<b>6310</b>
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Allocation to the Facilities line item shall include, but not be limited to, venue, rental equipment, and hired staff. The Finance Committee shall deem the appropriateness of any additional Facilities line items. Allocation of contingency funding to the Facilities line item shall be limited to **\$500.00 per program**.

<b>4 Honorarium</b>	<b>6510</b>
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Allocation of contingency funding to the Honorarium line item shall be limited to **\$400.00 per program**. A performer may receive an honorarium a maximum of twice per quarter.

<b>5 Hospitality</b>	<b>6410</b>
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Allocation of funding to the Hospitality line item shall be limited to the Punch and Cookie rule except under the unique circumstances that high school or elementary school students are present at the program. If high school or elementary school students will be attending a program sponsored by the USAC contingency fund, then the group that receives consideration for contingency funding shall be eligible for hospitality funding as required by California State Law. Additionally, allocation of contingency funding to the Hospitality line item shall be limited to **\$250.00 per program**.

<b>6 Parking</b>	<b>6214</b>
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Parking costs shall be limited to two (2) spaces per performer or per group.

<b>7 Retreats</b>	<b>6213</b>
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Allocation of contingency funding for the Retreats line item shall be limited to **\$450.00** each retreat. Each group or office shall be allowed to receive funding for only **two (2) retreats** per quarter.

<b>8 Travel</b>	<b>6210</b>
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- a. **Ground Travel:** Allocations for ground travel shall not exceed the mileage costs calculated at the 'charitable organizations' rate, as suggested by the Internal Revenue Service (IRS). Multiple vehicles shall be calculated at **five (5) persons per one (1) vehicle** (ground travel is defined as the usage of an individual's personal vehicle for transportation).
- b. **Registration:** Allocations for registration fees shall not exceed **\$25.00 per person** for up to **ten (10) people** for a maximum possible allocation of **\$400.00**. The Finance Committee shall have the power to determine how much funding a group will receive for this line item as long as the total allocation does not exceed the total cap.
- c. **Accommodations:** Allocations for accommodations shall not exceed **\$75.00 per room** for **four (4) rooms** for a maximum total allocation of **\$300.00**. The Finance Committee shall have the power to determine how much funding a group will receive for this line item as long as the total allocation does not exceed the total cap.
- d. **Van and Air Travel:** Van rental travel and air travel shall be determined and allocated based on demonstrated need as evaluated by the USAC Finance Committee.

- i. The Finance Committee shall use online resources in determining the actual amount allocated to each organization.
- ii. If the applicant's travel is local travel (within 250 miles of the UCLA campus) then the travel must be made with University vehicles or as deemed appropriate by the Finance Committee and the Student Government Accounting (SGA) office.
- iii. Allocation of contingency funding for air travel shall be limited to twice per year for each office or group.

## **9 Discretionary**

The discretionary powers of the USAC Finance Committee Chairperson in determining funding for an undergraduate registered student organization or student government office/commission shall be set at a cap of \$500.00.

## **10 Summer Contingency Funds**

The maximum total allocation that an undergraduate registered student organization or student government office/commission may receive during the Summer Contingency period shall be \$500.00.

## **11 Exceptions**

Exceptions will be given to the above line items that are inherent and essential to the program except the Hospitality line item and the Discretionary Powers of the USAC Finance Committee Chairperson.

## **12 Other**

Student organizations may not receive more than the maximum eligibility, which is set at 50% of the total program cost. The Chair of the Finance Committee shall allocate USA Contingency Programming in Fall Quarter with at least the percent reduction equivalent to the average reduction of the previous year. This shall continue until the Chair has better knowledge of the upcoming year's surplus and can make a more accurate judgment of the percent reduction necessary to maintain the fund throughout the year.