

Treasury Procedures Manual

2024-2025

Treasurer – Dhruv Sampat
Mayer Campus Center Room 215

tcutreasury@tufts.edu

<https://www.tcu.tufts.edu/treasury>

Introduction to the Treasury

By the decision of the Board of Trustees of Tufts University, the Tufts Community Union (TCU) Senate has been entrusted with complete responsibility for the allocation, management, and distribution of the Student Activities Fee. This fee is comprised of the money collected by the University from each student and exists for the express purpose of facilitating programming that will benefit the greater Tufts community. Each year, the TCU Senate Treasury works with the Board of Trustees to determine the amount that will appear on each undergraduate's Bursar's bill. The Student Activities Fee for the 2022-2023 Academic Year is \$396.00 per undergraduate student.

The TCU Treasury, with the assistance of the Allocations Board (ALBO), allocates all revenue from the Student Activities Fee to over 300 organizations that have chosen to apply for funding after having been recognized by the Tufts Community Union Judiciary (TCUJ). The TCU Treasury also monitors the budgets of these organizations and ensures that all transactions conform to Tufts University accounting and auditing standards in order that the TCU remains fiscally sound. ALBO works with all TCU-recognized student organizations to ensure that each group receives the funding it needs to operate and to maintain fair and responsible spending practices. To facilitate this process, each organization is placed in a council according to its purpose, and each council is chaired by a member of ALBO. In the Spring Semester, all TCU-recognized student organizations are entitled to submit a budget to the Treasury for the upcoming fiscal year. The Allocations Board then reviews every proposal and works with organizations to agree upon a final budget. For every request, the Allocations Board takes need, previous expenses, and available resources into consideration to determine the appropriate level of funding.

The TCU Treasury strives to set an example of equal and consistent application of just procedures and processes that the Tufts Community Union can respect and follow. Those procedures and processes are contained within this Treasury Procedures Manual (TPM). The TPM is a publication of the TCU Senate Treasury, and details Treasury guidelines and University procedures that all Student Organizations must adhere to regarding all financial matters. Other rules and regulations regarding student organizations can be found on the Office for Campus Life website and the University Code of Conduct. These exist to enable all student organizations equal access to the resources they need to develop and produce quality programming and enhance student life at Tufts.

Who's who in the TCU Treasury?

Fiscal Year 2025

TCU Treasurer:	Dhruv Sampat
Associate Treasurer:	Brendan French
Associate Treasurer:	Amelia Farrar
Assistant Treasurer:	Michael Onysko
Assistant Treasurer:	Naisha Luthra

Campus Life Financial Office (CLFO) Staff

Business Manager:	Annie Wong
Budget & Fiscal Administrator:	Emilia Muljadi

Job Descriptions

TCU Treasurer

The TCU Treasurer is empowered by the TCU Constitution to “be primarily responsible for all financial transactions of recognized organizations funded by the Student Activities Fee.” The Treasurer is authorized to approve all Treasury forms and University forms (i.e. Inter-Departmental Requisition Form and Expense Transfer Entry Form) pertaining to TCU groups and accept all deposits. The Treasurer is a member of the Executive Board of the TCU Senate as well as the chair of the Allocations Board. The Treasurer is responsible for all disciplinary matters concerning the Treasury. The Treasurer will hold at least five office hours per week, during which they can answer questions concerning the TCU Treasury and can assist in completing Treasury paperwork.

TCU Associate Treasurer

The Associate Treasurers are empowered by the TCU Constitution to “assist the Treasurer in performing their duties.” The Associate Treasurer is authorized to approve all Treasury forms, including the TCU Credit Card Application, and accept all deposits. The Associate Treasurer is a council chair on the Allocations Board. The Associate Treasurer will maintain a database of supplementary funding allocations throughout the fiscal year. The Associate Treasurer will hold at least four office hours per week, during which they can answer questions concerning the TCU Treasury and can assist in completing Treasury paperwork.

TCU Assistant Treasurer

The Assistant Treasurers will assist the Treasurer and the Associate Treasurers in performing their duties. With the exception of the TCU Credit Card Application, the Assistant Treasurer are authorized to approve all Treasury forms and accept all deposits. The Assistant Treasurers will schedule supplementary funding requests to be heard by the Allocations Board. The Assistant Treasurers are council chair on the Allocations Board. The Assistant Treasurers will hold at least three office hours per week, during which they can answer questions concerning the TCU Treasury and can assist in completing Treasury paperwork.

Allocations Board (ALBO)

The Allocations Board is an elected body composed of nine voting members of the TCU Senate. The Allocations Board hears all New Group and Supplementary Funding requests. Each member of ALBO serves as the chair of a Council of student groups. Members of the Allocations Board and are each responsible for finalizing budgets for all TCU-funded organizations in their council. They may be consulted regarding New Group Funding requests, Supplementary Funding requests, or the writing of budgets. ALBO members are not authorized to approve any Treasury forms or accept deposits. ALBO members are encouraged to attend the meetings or events of the organizations in their council to be better able to assist signatories in the writing of their budgets.

Business Manager (Non-Voting Employees of Tufts)

The Business Manager is a staff member in the Campus Life Financial Office (CLFO). They are responsible for managing the financial aspects of student organizations. The Business Manager monitors cash flow and reviews the financial reports for accuracy. The Business Manager provides fiscal training for student staff and also manages the financial reporting and recordkeeping systems. In addition, the Business Manager develops financial models to assess and optimize financial operations for student activities and events.

To contact TCU Treasury Officers:

E-Mail: tcutreasury@tufts.edu

Office: Mayer Campus Center 216

To contact Campus Life Financial Office Staff:

Business Manager, *Annie Wong*

Phone: (617) 627-4112

Fax: (617) 627-0646

E-Mail: Annie.Wong@Tufts.edu

Office: Mayer Campus Center 213

Helpful Treasury Acronyms

A/V	Audio / Visual
ALBO	The Allocations Board
CLFO	The Campus Life Financial Office
DeptID	Department ID (The “account number” that identifies the student organization, academic department, or other university entity.)
ECOM	Elections Commission
ETE	Expense Transfer Forms
FY	Fiscal Year
IDR	Inter-Departmental Requisition
OCL	Office for Campus Life
TCU	Tufts Community Union (the entire Tufts undergraduate community).
TCUJ	Tufts Community Union Judiciary
TPM	Treasury Procedures Manual

TCU-Funded Organizations

As of September 15, 2022

The groups below are recognized by the TCU Judiciary. However, not all groups below have completed the entire budgeting process during the prior spring. If a TCU-recognized group does not have a valid budget for the current fiscal year, they must submit a New Group Funding request with a detailed budget. For inquiries regarding recognition status, contact the TCU Judiciary.

Council I (Cultural)

A901102	Arab Student Association
A901106	Tufts Asian Students Coalition (TASC)
A901107	Brazilian Student Association (BRASA)
A901108	Association of Latin American Students (ALAS)
A901112	Caribbean Students Organization (CSO)
A901113	Association of Mixed People (AMPT)
A901114	Chinese Students Association (CSA)
A901115	Black Student Union (BSU)
A901116	Philippine Student Union (PSU)
A901118	French Society
A901124	Hong Kong Students Association (HKSA)
A901125	African Students Organization (ASO)
A901126	International Club
A901128	Italian Club
A901130	Japanese Culture Club (JCC)
A901132	Korean Students Association (KSA)
A901137	Persian Students Association
A901138	Pan-Afrikan Alliance
A901142	Russian Slavic and Central Asian Student Association (RSCA)
A901143	Singapore, Indonesian, and Malaysian Students Association (SIMSA)
A901146	Taiwanese Association of Students (TAST)
A901148	Thai Students Association (TSA)
A901150	Tufts Association of South Asians (TASA)
A901152	Vietnamese Students Club (VSC)
A901153	Students of Turkey (SOFT)
A901154	Eritrean-Ethiopian Students Associaton (EESA)

A901155	Bengali Students Association (BSA)
A901156	Indigenous Students Organization (ISOT)
A901157	Puerto Rican Association (PRA)
A901813	European Students Association (ESA)

Council II (Programming)

A901202	Applejam
A901203	First-Generation Collective
A901210	TUSC Concerts
A901212	TUSC LNWD
A901214	Tufts University Social Collective (TUSC) Executive Staff
A901216	TUSC Film Series
A901218	TUSC Traditions
A901224	TUSC Senior Events
A901226	TUSC Traditions
A901230	Returning Students Organization (RSO)
A901533	TEDx Tufts

Council III (Media)

A901301	Undergraduate Research Journal (Breakthrough)
A901302	Hemispheres
A901306	Media Advocacy Board (MAB) Lab
A901307	Melisma Music Magazine
A901308	Observer Magazine
A901310	ONYX Magazine
A901311	Parnassus Magazine
A901312	Historical Review
A901315	Currents Magazine
A901319	Future Histories Magazine
A901324	TuftScope Journal
A901326	Tufts University Television (TUTV)
A901328	WMFO Radio
A901332	Zamboni
A901336	JumboCast
A901337	The Palmier

Council IV (Religious)

A901401	Community of Faith Exploration and Engagement (COFFEE)
A901403	Buddhist Mindfulness Sangha
A901404	Catholic Community at Tufts (CCT)
A901405	Chabad
A901406	Hillel
A901407	Hindu Students Council (HSC)
A901408	Muslim Students Association (MSA)
A901410	Humanist Community at Tufts (HCAT)
A901412	Protestant Students Association
A901418	C. Stacey Woods Programming Board

Council V (Performance)

A901109	Pulse
A901502	Amalgamates
A901503	Middle Eastern Dance
A901505	Banging Everything at Tufts (BEATS)
A901506	Burlesque Troupe
A901507	Comedy Collective
A901508	Cheap Sox
A901509	Tap Ensemble
A901511	Jumbo Jugglers
A901512	Crafts Center
A901514	Essence
A901515	BlackOut
A901516	Encendido
A901517	ENVY
A901518	Hype! Mimez
A901520	Pep Band
A901521	Major Undecided Comedy
A901522	Sarabande
A901523	Children of Cultures of Africa (COCOA)
A901524	S-Factor
A901525	Enchanted A Capella
A901526	Spirit of the Creative (SoC)

A901528	sQ!
A901531	Tamasha
A901532	Torn Ticket II
A901534	Tufts Dance Collective (TDC)
A901535	Wuzee Chinese Dance Team
A901536	TURBO
A901537	TFL Comedy
A901538	Wind Ensemble
A901539	Public Harmony
A901541	Full Sound Vocal
A901542	JumboRaas
A901543	Tufts Bhangra
A901544	Institute Sketch Comedy
A901545	Pen, Paint, and Pretzels (3Ps)
A901546	Harlem Grooves
A901547	Korean Dance Association (KDA)
A901548	Roti n Rum
A901549	Freshman 15
A901550	Magician Society
A901551	Local Bard Players (LBP)

Council VI (Miscellaneous)

A901602	Tufts Ballroom
A901603	Tufts Debate Society (TDS)
A901604	Ears for Peers
A901606	Leonard-Carmichael Society (LCS)
A901607	Tufts Mock Trial
A901611	Quiz Bowl
A901613	China Care
A901621	Timmy Global Health
A901623	Tufts Relay for Life
A901627	Baseball Analysis at Tufts (BAT)
A901629	Lifting Club
A901630	Boxers on the Hill
A901632	Culinary Society

A901634	Model United Nations (MUN)
A901637	Strong Women Strong Girls (SWSG)
A901638	Active Minds
A901643	Tufts Bikes
A901644	Anime Club
A901647	Global China Connection
A901649	Quidditch
A901650	Teach-in-CORES
A901662	Tabletop Gaming
A901668	Gaming Hub
A901670	Partners in Health Engage (PIH)
A901673	Animal Welfare
A901676	Student Garden Club
A901677	Kidney Disease Screening and Awareness Program (KDSAP)
A901682	Athletes of Color (AOC)
A901683	Calligraphy Club
A901684	Running Club
A901679	EMS-Aid
A901631	Transfer Student Association
A901665	Cheese Club
A901685	Diverse Minds

Council VII (Pre-Professional)

A901702	American Chemical Society (ACS)
A901711	Project SHARE
A901714	Tufts Economics Society
A901716	Tufts Human Factors and Ergonomics Society (THFES)
A901720	Tufts Financial Group (TFG)
A901722	History Society
A901724	Math Society
A901725	Geological Society
A901726	Urban Policy, Planning, and Prosperity (UP3)
A901730	180 Degrees Consulting
A901731	Synthetic Biology

A901732	Consulting Collective
A901733	Psychology Society
A901736	Pre-Medical Society
A901738	Pre-Veterinary Society
A901734	Pre-Law Society
A901739	Pre-Dental Society
A901740	American Society for Biochemistry and Molecular Biology (ASBMB)
A901741	Primary Care Progress (PCP)
A901742	Public Health Society
A901745	QuestBridge Scholars Network
A901746	Entrepreneurship Association
A901749	Tufts Energy Group
A901752	Blockchain Club
A901756	Women Entrepreneurs at Tufts (WE@Tufts)
A901757	TAMID
A901758	NeuroNetwork
A901759	Girls in STEM
A901760	JumboSec
A901761	Women in International Relations (WIIR)
A901762	Investment Club
A901764	Pre-Physician Assistant Society
A901766	Doctors Without Borders
A901768	English Society
A901769	Students in Biological Computation
A901770	Videogame Design Club
A901815	Minority Association of Pre-Health Students (MAPS)

Council VIII (Political)

A901657	United for Immigrant Justice (UIJ)
A901723	Tufts for Health Equity
A901802	Alliances Linking Leaders in Education and the Services (ALLIES)
A901805	Students for Justice in Palestine (SJP)
A901806	Amnesty International
A901809	Tufts Labor Coalition (TLC)
A901810	Tufts Democrats

A901814	Friends of Israel (FOI)
A901816	Tufts Republicans
A901817	New Initiative for Middle East Peace (NIMEP)
A901821	J Street U
A901822	Sino-U.S. Relations & Group Engagement (SURGE)
A901823	CIVIC
A901824	South Asian Political Action Community (SAPAC)
A901825	Students for NARAL
A901828	Tufts Progressive Alliance (TPA)
A901833	Tufts Climate Action (TCA)
A901837	Women's Higher Education Now (WHEN) Alliance
A901838	Tufts Prison Initiative
A901839	Sunrise Movement at Tufts
A901840	Maternal Advocacy and Research for Community Health (MARCH)
A901841	SPEAC
A901842	Young Democratic Socialists of America

Council IX (Student Government)

A901902	Tufts Elections Commission (ECOM)
A901906	TCU Judiciary (TCUJ)
A901910	TCU Senate
	SMFA Student Government

Engineering Council

A901633	Robotics Club
A901648	Electric Racing
A901675	Tufts MAKE
A901704	American Institute of Chemical Engineers (AIChE)
A901706	American Society of Civil Engineers (ASCE)
A901708	American Society of Mechanical Engineers (ASME)
A901712	Biomedical Engineering Society (BMES)
A901715	Engineers without Borders
A901718	Institute of Electrical and Electronics Engineers (IEEE)
A901721	National Society of Black Engineers (NSBE)
A901728	Computer Science Exchange (CSX)

A901729	Tufts Society of Latino Engineers & Scientists (SOLES)
A901744	Society of Women Engineers (SWE)
A901753	Students for the Exploration and Development of Space (SEDS)
A901754	Design for Social Good (DSG)

By-Laws of the TCU Treasury

- By-Law 1. This edition of the Treasury Procedures Manual (TPM), which includes the By-Laws and the Rules and Regulations that govern all activity of the Treasury and the Allocations Board (ALBO), as well as any procedures, rules, or regulations issued pursuant hereto by the TCU Treasury, Allocations Board, and/or TCU Senate, shall replace and supersede all prior editions of the TPM or any other procedures, rules, or regulations issued pursuant thereto.
- By-Law 2. The **Treasury Procedures Manual (TPM)** requires the approval of two-thirds (2/3) of the TCU Senate to be valid and binding.
- By-Law 3. Additional rules and regulations or by-laws may be enacted at any point throughout the academic year with the approval of two-thirds (2/3) of the Allocations Board and two-thirds (2/3) of the TCU Senate.
- By-Law 4. Only the TCU Treasurer may introduce changes to the TPM Rules and Regulations or these By-Laws.
- By-Law 5. In accordance with the TCU Constitution, it is the duty of the TCU Treasury to oversee the expenditure of the Student Activities Fee and to fund TCU-recognized groups.
- By-Law 6. The members of the Treasury (Treasurer, two Associate Treasurers and two Assistant Treasurers) shall be elected in accordance with Article VI, Section B, of the TCU Constitution.
- By-Law 7. The Treasurer will be responsible for training the Associate Treasurer and the Assistant Treasurer at the start of the academic year and ensuring that they are familiar with the most current rules and regulations of the Treasury.
- By-Law 8. The Treasurer shall have the final say on any disputed matter regarding the Treasury.
- By-Law 9. The TCU Treasurer shall be the chairperson of all Allocations Board Meetings. In the event that the Treasurer is absent for any reason, the Associate Treasurer shall chair the meeting. In the event that the Treasurer and Associate Treasurer are absent for any reason, the Assistant Treasurer shall chair the meetings. The chair may only vote in order to break a tie.
- By-Law 10. A majority of the Allocations Board must be in attendance to constitute a quorum of its members and allow an Allocations Board meeting to be held.

- By-Law 11. The Allocations Board shall consist of the TCU Treasurer, who shall serve as an impartial chair of the Board, and ten (10) senators selected in accordance with the provisions of Article V of the TCU Constitution and this By-Law.
- a. Seven members of the Allocations Board shall be elected at the TCU Senate In-House Election in accordance with the provisions of the TCU Senate By-Laws.
 - b. Two members, who shall be first-year senators, shall be elected at the beginning of the fall semester by the full Senate.
 - c. The TCU President shall automatically serve on the Allocations Board as the Chair for Council IX.
 - d. No member of the TCU Treasury or Allocations Board shall hold the position of signatory, treasurer, financial manager, or any other equivalent position for a TCU-recognized organization. The sole exception to this rule applies to the TCU President, who must act as the second signatory of the TCU Senate only.
- By-Law 12. Allocations Board members shall be required to attend all Allocations Board meetings. A maximum of two (2) unexcused absences per semester shall be permitted. (Attendance at a meeting shall be defined as presence at a minimum of two-thirds (2/3) of the meeting). The TCU Treasurer will have the sole discretion to determine which absences shall be considered excused.
- By-Law 13. Accumulation of more than two (2) unexcused absences per semester from Allocations Board meetings shall be grounds for immediate removal from the Allocations Board. It is solely at the discretion of the TCU Treasurer as to whether a member of the Allocations Board shall be removed from the Allocations Board for excessive absence.
- By-Law 14. Removal from the Allocations Board in cases other than absences shall be conducted by a two-thirds (2/3) majority vote of the Allocations Board and a simple majority of the TCU Senate. The removal process must be initiated by the TCU Treasurer, who is obligated to inform the person in question one (1) week in advance.
- By-Law 15. Any member of the Allocations Board who is a member of a student organization requesting funds must excuse themselves from debate on the request and may not vote on that request in ALBO. If such a request is debated by the full Senate, applicable members of the Allocations Board may join the appealing group in debate but cannot vote on that request as a senator.
- By-Law 16. All groups that are recognized by the TCU Judiciary that have received funding from the TCU Treasury, or from other sources, will be assigned to one of the nine TCU Treasury councils, based on their mission statement, and will receive a corresponding Department ID (DeptID).

- By-Law 17. The Treasurer will ensure that all organizational signatories have access to monthly financial reports and will make available any additional financial records upon request.
- By-Law 18. The Treasurer will be responsible for ensuring that all group signatories have access to and are familiar with the most up-to-date Treasury By-Laws, Rules and Regulations, and necessary forms that are being used by the Treasury in the current fiscal year.
- By-Law 19. The Treasurer will be responsible for representing the TCU Senate during budgeting.
- a. Every year, the Treasurer shall budget a buffer fund, from which both Supplementary Funding and New Group Funding shall be drawn. This fund may be increased by the surplus in accordance with Title V, Section 5 of the Rules and Regulations.
- By-Law 20. Only the Treasurer, Associate Treasurers, and Assistant Treasurers are permitted to authorize TCU Treasury transactions. Any other member of the Allocations Board or of the TCU Senate who willfully attempts to authorize any transaction, in violation of this bylaw, shall be considered for impeachment from the Senate.
- By-Law 21. In accordance with an agreement between the TCU Treasury and the School of Arts, Sciences, and Engineering, money shall be allocated at the beginning of every fiscal year directly from the Student Activities Fee to the Athletics Department to disperse for the sole purpose of funding club sports.
- By-Law 22. **Financial mismanagement will never be tolerated by the TCU Treasury.** The TCU Treasurer, Associate Treasurer, Assistant Treasurer, Budget & Fiscal Administrator, and Business Manager are all charged with monitoring and/or approving all TCU organization expenditures and transactions. For any violations of TCU Treasury Rules and Regulations, these bylaws, the TCU Constitution, or Tufts University policies, disciplinary proceedings shall be initiated in accordance with the provisions of Title VIII of this Treasury Procedures Manual.
- By-Law 23. All supplementary funding decisions by the Allocations Board over \$4000 must be approved by a majority of the full Senate before any funds can be officially allocated.
- a. Supplementary Funding/Bookmarks requests below \$2000 may be approved by the TCU Treasurer during their Office Hours. The Treasurer must record and maintain information corresponding to approved requests and make these available to the whole Senate body
 - i. In the event the Treasurer denies a request for funding below \$2000, it must be presented to the Allocations Board for further deliberation

- b. Items bookmarked in a group's budget below \$4000 and approved unanimously by the Allocations Board do not require approval by the Senate
 - i. In the event that the ALBO decision is not unanimous, the funding shall be approved by a majority vote of the full Senate.

Rules and Regulations of the TCU Treasury

Title I: Signatory Responsibilities

1. No student will be authorized to access funds on behalf of their TCU-funded organization unless they have filed a Signatory Authorization Form. These forms may be found on the TCU Treasury website, outside the TCU Senate Office (215 Mayer Campus Center), or in the Campus Life Financial Office (213 Mayer Campus Center).
 - 1.1. By becoming a signatory, a student acknowledges that they have read this manual and that they understand and agree to adhere to the procedures and responsibilities outlined herein.
 - 1.2. Signatories are responsible for all funds withdrawn, deposited, or transferred to and from their organization's account. Therefore, signatories will be held responsible for any violations of any Treasury procedures as defined in this Treasury Procedures Manual, or as issued in writing at any other time by the TCU Treasury (see Disciplinary Actions, Title VII).
 - 1.3. **All signatories are responsible for keeping up-to-date records of the financial activity of their organization.** This includes keeping copies of all receipts. Signatories are responsible for reconciling their accounts every month and bringing up any discrepancies with the Treasury.
 - 1.3.1. The Financial Office maintains up-to-date records of all transactions. Upon request, a complete financial report will be reprinted for an organization. These reports do not act as substitutes for individual organizations' financial records as the TCU Treasury may request such records at any time. **Failure of a signatory to maintain an organization's individual financial records may result in denial of Treasury requests at the discretion of the TCU Treasurer.**
 - 1.4. The Treasury expects all organization officers and signatories to maintain a sense of integrity, responsibility, honesty, and professionalism in all dealings with the Treasury and the greater Tufts community.
2. Only members of the Tufts Community Union (TCU) are eligible to serve as authorized signatories of an organization receiving funds from the TCU Senate. A member of the TCU is, as defined by the TCU Constitution, any Tufts undergraduate student who has paid the Student Activities Fee for that semester.
3. **All TCU-funded organizations must at all times have two authorized signatories.** If this is not the case, the account of the organization will be frozen (see Disciplinary Actions, Title VII, Section 2, Sanctions).

- 3.1. **A SIGNATORY IS NOT AUTHORIZED TO SIGN THEIR OWN GENERAL REIMBURSEMENT FORM. If one signatory seeks reimbursement, they must acquire the signature of the second signatory.**
4. All signatories, or students intending to become signatories, must attend the Treasury Procedures Meeting in the Fall Semester and the Budget Meeting in the Spring Semester. The exact times and locations of these meetings will be advertised at the start of each respective semester through the TCU Treasury E-List, on the TCU Treasury website, and outside the TCU Senate Office. If both signatories of a student organization cannot attend the Treasury Procedures Meeting, these signatories must contact the TCU Treasurer immediately. Failure of a signatory to attend the Treasury Procedures Meeting or to contact the TCU Treasurer may result in denial of Treasury requests at the discretion of the TCU Treasurer.
 5. A member of the TCU may be a signatory for only one organization at a time. Any signatory found to be in violation of this regulation shall be required to meet with the TCU Treasurer and may be forced to immediately resign their signatory power for all but one organization.
 6. **A signatory should never collect any sensitive personal or tax information from any individual — whether they are a Tufts student or an outside vendor — on their computer or as a hard copy.**
 7. To prevent conflicts of interest, no member of the TCU Treasury or the Allocations Board may hold the position of signatory, treasurer, financial manager, or any other equivalent position for any TCU-recognized organization. The TCU Treasurer and TCU President must act as the signatories of TCU Senate only, and may not hold the position of signatory, treasurer, financial manager, or any other equivalent position for any other TCU-recognized organization.

Title II: Guidelines for Budgeted Funds

1. General Expenditures

- 1.1. All expenditures made by a TCU organization must be explicitly represented in its budget for the fiscal year, and central to the mission of the organization.
 - 1.1.1. **Organizations that wish to reallocate budget line items or spend funds on items not explicitly represented in their budgets may do so only with the prior permission of the Treasurer or Associate Treasurer; failure to do so may result in a rejection of funding/reimbursement request(s).**
 - 1.1.2. Any funds obtained through Supplementary funding must be spent in the same manner **and must not be reallocated for any other purpose.**
- 1.2. There are three (3) ways in which an organization can pay for expenditures:
 - Using the TCU Credit Card with either the Treasurer or the Business Manager by using the Application for the TCU credit card.
 - Paying an internal or external vendor using the Independent Contractor Form
 - Paying out of pocket and getting reimbursed by using the General Reimbursement Form.
- 1.3. **All organizations wishing to be reimbursed for expenditures must submit their reimbursement requests within thirty (30) days of the expenditures' purchase.** The Treasurer will post hard deadlines to mark the last day forms can be submitted for each semester. Failure to submit reimbursement requests within thirty days of the expenditure's purchase may result in denial of the Treasury request at the discretion of the TCU Treasurer.
 - 1.3.1. **No organization will be reimbursed for the state sales tax paid on expenditures.** Tufts' tax exemption applies only to the sales tax and does not extend to taxes on meals, hotels, airline tickets, or any other non-sales tax.
- 1.4. Individuals without a US tax ID, a Social Security Number, or an Individual Taxpayer Identification Number cannot be paid for any services or products.

2. Money Disbursement Procedures

- 2.1. All reimbursements for purchases that are below \$500 will be made using a General Reimbursement Form. These will generally be processed within thirty (30) business days.
- 2.2. All payments to vendors and other third parties should be paid using either the TCU Credit Card or an Independent Contractor Form (see Title IX, page 47). Under no

circumstances should groups pay vendors or other third parties without prior approval from the Treasury; no reimbursements will be given for such payments not previously authorized by the Treasury.

2.2.1. The TCU Treasurer and the TCU Associate Treasurer are the only people authorized to approve the use of the TCU Credit Card.

2.3. The TCU Credit Card should be used to pay outside vendors and other third parties whenever possible. If the Treasurer does not automatically receive a receipt at the time of payment, a receipt must be given to the Treasury or CLFO.

2.3.1. If the organization fails to give a receipt to the CLFO after making a payment with the TCU Credit Card, they will not be allowed to use the TCU Credit Card again in that Fiscal Year.

2.4. Tufts University Accounts Payable will not process a check request for a vendor or other third party if the payment request dates back to a previous semester. It is wise to submit all requests as early as possible so that they may be processed in a timely fashion and so that all potential problems can be solved before the end of the semester.

Title III: Expenditure Restrictions

1. General

- 1.1. No part of the TPM may be interpreted in a manner that overrides University rules and regulations, and the TCU Treasury will not under any circumstances authorize, process, or otherwise support the usage of any funds to facilitate or otherwise assist any on-campus programming that violates the Tufts University Code of Conduct
- 1.2. Enforcement of the regulations in this Title may be modified as deemed necessary by the Treasurer, after taking into consideration the most up-to-date University policies and guidelines, including applicable temporary directives. Such enforcement must be fairly applied to all student organizations
- 1.3. Student organizations must have events approved through the OCL before beginning spending. Organizations can have events approved by submitting them through the “Event Registration” form on Jumbolife and receiving pre-approval before coordinating their events. If the Treasury finds that an event is not approved through the OCL all spending will be frozen until the event has been approved
 - 1.3.1. This requirement is especially enforced for supplementary funding. An organization seeking supplementary funding for Off-Campus travel will not be heard by the Allocations Board until the event has been approved by the OCL.

2. Apparel

- 2.1. All items of clothing or apparel that are requested by an organization—for the purpose of sale to the Tufts community or use by the members of an organization — are bound by the following restrictions:
 - 2.1.1. No organization shall spend funds on apparel to be used exclusively by its own members unless each member pays the complete cost for their items
 - 2.1.2. The only exception to this regulation shall be if the apparel plays a critical function in accomplishing an organization’s mission statement, such as uniforms for sports events or costumes for performances. This is subject to the approval of the Allocations Board
 - 2.1.3. Organizations must make the best effort at reusing apparel previously sponsored by the Senate, following any sustainability related regulations issued during the year by the Treasury
 - 2.1.4. If the Allocation Board deems that clothing requested is primarily intended to be used as merchandise—items exclusively used to showcase club affiliation among its members—such apparel shall not receive funding

- 2.1.5. Any organization that does not bring enough revenue to cover the expenses of the apparel will receive a deficit penalty for the amount not covered by revenues.
 - 2.2. The Treasury reserves the final say in decisions pertaining to the sponsorship of apparel within the Tufts community
 - 2.3. Club signatories must maintain inventory and records of clothing purchased on behalf of the club by the TCU Treasury
 3. Equipment and Capital Expenditures
 - 3.1. All equipment purchased by a TCU-funded organization shall remain the property of the TCU. As a general guideline, **equipment should not be replaced more than once every five (5) years**
 - 3.2. It is the feeling of the Treasury that significant capital expenditures are the responsibility of the University and should therefore not be paid for with student activities funds under most circumstances. However, in the case that an organization demonstrates a strong and urgent need for the purchase of equipment/capital expenditures, these may be funded through the use of the TCU Surplus, in accordance with Title VII of this manual.
 - 3.2.1. Per the Tufts University Office of Budgeting and Financial Planning, a “capital expenditure” shall be defined as the purchase of a long-term fixed asset that would have an extended useful life.
 - 3.2.1.1. Under this definition, a classroom, bicycle rack, or vehicle would be examples of capital expenditures; office supplies, decorations, or kitchen utensils would not.
 - 3.2.2. Since student organizations at Tufts have many different needs and requirements with regards to equipment, the Treasury and Allocations Board must weigh the need for such expenditures against the available resources at that time.
 - 3.3. All irregular proposals for equipment and capital expenditures shall be granted through Supplementary funding, not through regular budgeting
 - 3.3.1. All organizations requesting equipment shall be required to present the Allocations Board with at least three (3) price quotes on the equipment they wish to purchase.
 - 3.3.2. All equipment requests valued at \$10,000 or more must be accompanied by three (3) quotes as well as a justification form, in accordance with University policy. Justification forms can be obtained from the CLFO. All equipment valued \$10,000 or more must also meet strict security standards. Questions about status of and/or security measures required for certain equipment may be referred to the CLFO or OCL.
 - 3.4. All equipment must be inventoried regularly, in accordance with the regulations communicated by the Treasury during a particular fiscal year

3.4.1. Information shall generally include: item, brand, model, purchase price
purchase date, storage location

3.4.2. The Treasury assumes no responsibility for items not listed on an organization's Equipment Inventory sheet; theft or damage to equipment will be the responsibility of the organization's officers in this instance.

4. Food and Drink

4.1. Only specifically budgeted funds shall be used for the purchase of food or drink. To use TCU funding, all food and/or beverages must generally come from a vendor or other entity possessing a lawful food service license. Exceptions may only be made at the discretion of the TCU Treasury.

4.2. Unless additional funds are granted for food through Supplementary funding, no money may be moved into a group's food budget after the initial allocation of funds at the start of the fiscal year.

4.3. It is the feeling of the Treasury that programming should not be centered on food; food should not be an added incentive to an event. The food policy is as follows:

4.3.1. Each organization is permitted to have two General Interest Meetings a year with food, one during each semester. A maximum of fifty dollars (\$50) will be allotted for food per General Interest Meeting, to facilitate and incentivize non-member attendance.

4.3.2. Generally, a 30% food cap will be in effect for all organizations except for those in Councils I and IV, which will receive a 60% food cap. To determine if the food budget fits the cap, **the percentage will be calculated by dividing the total food expenses by the total non-food expenses.**

4.3.3. The Treasury will generally not fund food for internal organization meetings or events. This includes weekly or biweekly membership meetings.

4.3.3.1. It is the understanding of the Treasury that food plays a central role in religious and cultural celebrations. Therefore, Council I and IV groups are allowed to use funds to purchase food for the purposes of internal cultural or religious events and celebrations (defined as those not advertised to the TCU as a whole), provided the overall food budget is not exceeded and supplementary funding is not used for it.

4.3.3.2. In extraordinary and exceptional circumstances, an organization may seek food provisions for a closed event, given that there is a valid and justified reason explaining why the event cannot be open to the entire Tufts community. This provision applies specifically to non-recurring meetings or events that have unique circumstances warranting limited access.

4.4. **No group may spend funds on alcohol** except in the most extenuating circumstances (i.e. religious events); and, in such cases, the organization must obtain written permission from

both the TCU Treasurer and the Director of the Office for Campus Life before making any such purchase.

- 4.5. The Treasury reserves the right to charge an organization a deficit penalty for funds spent on food that exceed the budgeted amount.

5. Gifts & Prizes

- 5.1. It is the understanding of the TCU Treasury that prizes are offered as an incentive for participation in events and activities on campus. However, prizes are bound by the following restrictions:
 - 5.1.1. Prizes may only be awarded for events open to the Tufts Community
 - 5.1.2. Student organizations are strictly prohibited from awarding gift certificates, vouchers, or cash prizes. As a general guideline, the value of prizes should not exceed \$100 for first place, \$75 for second place, and \$50 for third place. A maximum of three prizes may be awarded, unless the competition involves large teams, in which case exceptions may be considered by the Treasury
 - 5.1.3. Organizations must may order specific items to award as prizes using the TCU Credit Card and not using a General Reimbursement Form
- 5.2. In no circumstances will the TCU Treasury sponsor gifts (such as senior gifts, gifts to group members, 'SWAG' items, etc.) for individuals within or outside a student organization.
 - 5.2.1. The only exception to this regulation is gifts to approved Independent Contractors, such as speakers, that have provided a significant service.

6. Magazines, Books, and Periodicals

- 6.1. The TCU Treasury will fund the purchase of magazines, books, or periodicals only in rare circumstances. Organizations are encouraged to use Tisch Library and other Consortium libraries for their reference needs. If an organization's reference needs are not available, a written request should be made for Tisch to add the volume to their holdings before the organization will be granted permission to purchase the volume or a subscription.
- 6.2. All requests for magazine subscriptions should be kept to a minimum. Subscriptions will only be granted when an organization can demonstrate that it cannot obtain the reference from another source.
- 6.3. In some cases, certain organizations may request publications in their annual budgets for the purpose of building a reference library for the organization. In such instances, it is at the discretion of the Allocations Board to determine if such requests should be granted.

7. Album Recordings

- 7.1. The TCU Treasury will fund one album recording per student organization every two fiscal years
 - 7.1.1. As with all other expenditures, the recording must be deemed "central to the mission" of the organization

- 7.1.2. The timeline and structure of the album recording must mutually be agreed upon by the group and TCU Treasurer
- 7.2. Funds for album recordings will only be granted through the Supplementary Funding Process
- 7.3. Student organizations that successfully fundraise the required money are welcome to make use of the TCU Treasury infrastructure (TCU credit card, contractor payment system, etc.) to complete and process any payments related to album recording.
8. Academic Research
- 8.1. The TCU Treasury will not fund efforts relating to research, if these are deemed central to an organization's mission statement. Funding includes but is not limited to competition fees, uniforms, equipment, materials, facilities, transportation or fundraising supplies, within the other regulations of the TPM
9. Off-Campus Travel
- 9.1. Off-campus travel is defined as participation in an endorsed activity which: (i) takes place beyond the boundaries of the campus and (ii) requires lodging off-campus for at least 1 (one) night
- 9.1.1. Off-campus travel may typically involve three components: transportation, lodging, and/or registration fees. Funding for these travel-related opportunities shall be conducted through supplementary funding
- 9.2. In a fiscal year, each group may request funding for **two opportunities** to participate in a competition, conference or other event that requires lodging. After the group redeems the two off-campus travel opportunities, any further requests must exhibit a strong and urgent need for the group and depends on the approval of the Allocation Board
- 9.2.1. The TCU Treasury will subsidize all three components of off-campus travel (i.e., registration fees, lodging, and travel) for a **maximum of two** off-campus opportunities. For any additional events, the TCU Treasury will only subsidize the most expensive of the three components for the group's members
- 9.3. For events that require transportation, the TCU Treasury will subsidize up to \$1000 per person for transportation expenses
- 9.3.1.1. This cost cap is relative to the distance of travel. Events closer to campus will not be approved to redeem the entire \$1000 subsidy limit, unlike events at a considerable distance involving significant travel. This may be determined by the Allocations Board and Treasurer
- 9.3.1.2. Traveling students must make every effort to take the most reasonable and affordable form of transit wherever possible. For example, if reasonable public transport is available, availing Ubers/Lyfts must be avoided

- 9.3.1.3. Student organizations seeking to travel off-campus must research one alternate travel option. This second travel option must be presented to the Allocations Board and/or the Treasurer/Financial Advisor as directed
- 9.3.1.4. If travel is booked last minute, a group is liable to explain the reason for such a delay to the Treasurer and Financial Advisor
- 9.4. Traveling students must make every effort to stay in multiple-occupancy rooms at reasonably priced hotels; selections are to be made at the lowest rates available, within reason
 - 9.4.1. The Treasurer and Financial Advisor reserve the right to direct groups to explore more reasonable travel arrangements
 - 9.4.2. Whenever possible, traveling students must lodge themselves at four students in a room of two beds, or an equivalent arrangement. Extraneous transportation shall not be funded
 - 9.4.3. Lodging must be a hotel/motels; Airbnbs or other rental-based lodgings are not permitted
- 9.5. In limited circumstances, student organizations that must travel frequently within the local area for mission-critical business or activities may be granted money in their annual budget(s) explicitly marked for local travel
- 9.6. Organizations must have prior approval from the OCL before ANY funding may be spent on off-campus travel. Organizations may receive prior approval through the “Event Registration” form on Jumbolife. This includes in-advance spending such as registration fees, and hotel bookings
- 9.7. No group shall receive any funding for travel expenses relating to events taking place outside the borders of the United States of America
- 9.8. If a student organization’s constitution explicitly states that its primary mission is to engage in competition, the group will not be limited to the amount of competitions it may partake in. However, this is contingent on successful verification with Tufts Community Union Judiciary, and competitive organizations must comply with all other travel regulations
- 9.9. Groups may not use funds to cover the cost of travel for someone who is not a member of the TCU, with the exception of speakers traveling to a Tufts University campus. Travel sponsorship for alumni is not permissible
- 9.10. Groups are not required to factor a personal contribution per group member attending the event
 - 9.10.1. Only in the case that a group overspends its travel budget, a personal contribution will be charged to traveling members

9.10.2. Last-minute cancellation of travel which has already been approved and paid for by the Senate is strictly prohibited. The Treasurer and Financial Office may impose financial penalties to cover the costs of any last-minute cancellation.

10. Speakers & Conferences

- 10.1. In a fiscal year, an organization may receive up to and no more than \$5,000 in expenses related to all speaking engagements or conferences hosted by said organization. These expenses are directly associated with the cost of hosting the speaker (for example: speaker's honorarium, gifts for the speaker, a speaker's travel expenses, etc)
- 10.2. Student organizations requesting more than the allowed maximum for speaking engagements or conferences will be required to co-host the event with other student organizations or recoup all costs above \$5,000 through another fundraising mechanism.
- 10.3. Expenses related to speakers will not be factored into a group's budget for the upcoming fiscal year. Rather, a speaker bookmark of \$50 will be placed in each group's budget, and bookmarks may be redeemed through the supplementary funding process

11. Retreats and Bondings

- 11.1. It is the understanding of the Treasury that retreats and bondings play a central role in facilitating meaningful and long lasting relationships within clubs
- 11.2. Retreats may be defined as any activity taking place off-campus, whether requiring lodging off campus or not
 - 11.2.1. TCU recognized clubs may request funding for retreats no more than once in a year. Generally, funding for off-campus retreats must be capped at \$150 per attendee, including but not limited to (i) travel, (ii) food, (iii) and lodging
 - 11.2.2. Exceptions to this rule may only be justified by the specific needs outlined by the mission statement of a student organization
 - 11.2.3. The Treasurer, in consultation with the CLFO and OCL, may provide a list of pre-approved venues for retreats
- 11.3. Bondings are defined as activities taking place on-campus
 - 11.3.1. Groups may request up to two bondings every year at are capped at \$25 per person
 - 11.3.2. Bondings may take place within smaller subsets of an organization
- 11.4.

12. Internal Spending

- 12.1. It is the belief of the Treasury that internal university spending should be provided and managed by the Treasury. By offering this service, student organizations will have more freedom in planning events on campus.

- 12.1.1. Internal spending shall be defined as transferring funds from one Tufts organization to any other Tufts organization. This will include, but is not limited to, renting on-campus spaces, audio/visual services, and facilities costs related to hosting events on-campus. This does NOT include Tufts dining services.
 - 12.2. Should an organization need to conduct internal spending they must request a quote from the prospective Tufts Departments, and report the price and any accompanying documents to the TCU Treasury.
 - 12.3. Should damage to University property or any other unauthorized charges occur during internal spending the signatories of the respective student organizations must immediately report these incidents to the Treasury. **This must be done in-person during office hours. Failure to do so may result in complete forfeiture of internal spending privileges for the remainder of the fiscal year.**
13. Student Organization Space and Event Resource Fees for On-Campus Events.
 - 13.1. Depending on the specifics of an on-campus student organization event, the resources needed and the location there may be fees associated. Fees charged by the University for various event services will be covered by the TCU Senate for TCU funded undergraduate student organizations. These include standard fees for services like on-campus space rentals, TUPD detail officers, basic Tufts AV Services, TuftsTicket fees, set-up/break-down fees, and general furniture rental fees. The fees covered are for TCU funded organizations only
 - 13.2. Fees will be charged to the individual student organization for items that are determined to be “extra” and specific to the event. These may include specific furniture rentals, staging, lighting, outside vendors for AV or other services, off-campus event fees, travel fees, advertising/promotion, and other event production needs. In addition the student organization would also be directly charged for any late fees.
14. The Treasury will generally not fund travel and stay related expenses for alumni. However, the Treasury encourages groups to maintain an alumni network. To that end, the Treasury invites groups to invite alumni to events open to the Tufts Community and funded by the TCU Treasury.
15. Negligence & Misconduct
 - 15.1. Under no circumstances will TCU funds be used to partially or fully pay for costs incurred as a result of negligence or willful misconduct, defined herein as any violation of applicable rules, regulations, laws, ordinances, or other directives issued by the university or any municipal, state, or federal entity with appropriate jurisdiction.

Title IV: Income, Deposits, and Tickets

1. As a general rule, student organizations may not independently raise, retain, or spend funds outside of the Treasury system; all funds must be appropriately deposited, transferred, and spent using the organization's account with the Campus Life Financial Office.
 - 1.1. Student organizations are not permitted to have financial accounts outside of the University (e.g. bank accounts, Venmo, PayPal, Square, GoFundMe).
2. Income
 - 2.1. When money is collected for a TCU organization by another University-affiliated organization, it is the responsibility of the signatory to submit an *Expense Transfer Entry Form*, which allows for the transfer of income to the organization's account.
 - 2.2. For income earned by a TCU organization through ticket sales through the Information Booth or Box Office, the Treasury will ensure that income is deposited directly to the organization's account.
 - 2.3. All groups that receive money from outside donors are required to keep accurate records of all donations. For all donations that exceed \$250, the group must speak to the Treasurer, as the University is required by law to issue a receipt to the donor. These donations will first be processed through the University's Advancement Department before being deposited in the group's account.
 - 2.4. When an organization receives unbudgeted income, the Treasury is generally flexible in how this income may be spent. However, the Treasury must first approve any spending of unbudgeted income after a group breaks even with all expenses.
 - 2.4.1. Groups are permitted to donate unbudgeted income to charity or roll over any unbudgeted income to the next fiscal year (see Title IV, Section 5).
 - 2.4.2. Disciplinary action may be taken against any group that spends unbudgeted income without prior permission. While this money has been raised through the organization's efforts, the original capital for such events comes from the Student Activities Fee; therefore, all money raised must be spent in accordance with TCU Treasury policies.
 - 2.5. Co-sponsorship is not considered a form of income. Groups receiving co-sponsorship should use account number 6216; groups giving co-sponsorship should use account number 6206.
3. Making Deposits
 - 3.1. All income, whether budgeted or not, must be delivered in-person to a member of the TCU Treasury during normal office hours or to the CLFO during business hours.

3.1.1. All deposits must be accompanied by a Deposit Form signed by a signatory, that denotes the exact amount being deposited.

3.1.1.1. Any checks being deposited must be made payable to the **TRUSTEES OF TUFTS COLLEGE** and must reference the group receiving funds. The deposit form must list the check number and the last name of the individual issuing the check.

3.1.2. **No deposits (cash and/or checks) may be left in the Drop-Off Bin. All forms of money must be handed to the Treasurer, Associate Treasurer, or the Assistant Treasurer during office hours. The Treasury is not responsible for the loss of any money not deposited in this manner.**

4. Tickets

4.1. Any organization that does not budget income for an event may not sell tickets or charge money in exchange for admission to the event. Generally, event income should be used to offset the costs of an event, not generate a profit. **All events without budgeted income must be free for any and all who wish to attend.**

4.1.1. A group may be directed by the Allocations Board or the TCU Treasurer to ticket an event in order to cover the costs of an event, in the case that the expenses related to the event exceed what is allocated/available in the groups budget

4.1.2. Any group that has not budgeted income is permitted to solicit voluntary donations, with permission from the TCU Treasurer, as long as donations are not required for attendance

4.1.3. Any group that uses a TCU-funded event to generate a net profit without the Treasurer's prior approval will be considered in violation of Treasury Rules and Regulations and may be subject to disciplinary action

4.1.3.1. The aforementioned rule only applies to groups that use Treasury funds to pay for some or all of an event. If an organization is able to net an event to zero by receiving donations or co-sponsorships from sources outside of the TCU, they may charge for tickets even if they are not budgeted for income. TCU co-sponsorship may not be used to net an event to zero

4.2. Any TCU-funded organization that organizes a performance which features Tufts students will not be permitted to charge other Tufts students for tickets. These groups may, however, charge non-Tufts students for tickets

4.3. All tickets sold by TCU-recognized groups whose events are being funded by the TCU Treasury must be printed through the Information Booth, the Aidekman Arts Center Box Office, or the Granoff Family Music Building Box Office, regardless of whether tickets are sold in advance or at the door. No outside tickets (i.e. printed at Gnomon) will be accepted

4.3.1. All groups wishing to hand out complimentary tickets will only be allowed to distribute five (5) tickets free of charge for every 100 tickets issued

5. Member Dues:

- 5.1. Organizations must declare the intent to collect fees or dues from its members during the budgeting process to the the Treasurer
- 5.2. The Treasurer shall decide Council specific parameters on membership fees, to regulate and standardize participation fees with the aim of reducing barriers to participation.
 - 5.2.1. Eligible students on financial aid may apply for the SSF to cover membership dues (refer to Title V)
- 5.3. Member dues must be submitted as deposits to the Treasury and the CLFO.

Title V: Special Transactions (Require Prior Approval)

1. Contracts

- 1.1. Contracts must be submitted along with an *Independent Contractor Form*.
- 1.2. A contract must be used when an organization wishes to hire a group or an individual from outside Tufts to perform a service; this includes, but is not limited to: DJs, bands, food from outside caterers or restaurants, record recordings, photographers, bus companies, hotels, lecturers and performers, either amateur or professional.
 - 1.2.1. A contract may only be used if it is submitted more than three weeks before the service is to be rendered. If the service is to be rendered in less than three weeks, then a valid invoice must be used.
 - 1.2.2. Before a service is rendered, a contract must be submitted. After a service is rendered, a valid invoice must be submitted.
- 1.3. Prior to a contract being written, the signatory must consult with the Treasury and obtain written approval for the contracted agreement.
- 1.4. Per Massachusetts state law, payment to performers may be subject to tax withholding. For further information about tax withholding, groups should consult with the CLFO.
- 1.5. A contract must include: a description of the service to be rendered and the date of the event being contracted; the signature, name, permanent address, and phone number of the party being contracted; the initials of the group signatory and the signature of the Director of the Office for Campus Life.
 - 1.5.1. All contracts should first be reviewed and initialed, but not signed, by the student group. The contract must then be signed by the payee before being presented to the Director of the Office of Campus Life for their signature. This must happen at least 14 days prior to the scheduled event. The TCU Treasury will not honor any contracts that do not have the appropriate authorization.
 - 1.5.2. **Any student who enters into a contract without the authorization from both the OCL and the Treasury will be held personally and financially responsible for the obligations set out in the contract.**
- 1.6. When receiving goods or services from a third party, there are three possible general scenarios: the vendor produces a contract; the vendor does not have a contract; or no contract needs to be used.
 - 1.6.1. If the contracted party produces its own contract, an organization may bring this to the Office of Campus Life to be signed by the Director. The contract should be in the name of the organization and Tufts University, and, upon approval by

the OCL, the TCU Treasury may approve the Independent Contractor Form and contract so that the Budget Office may process the payment.

- 1.6.2. If the contracted party does not have its own contract, a standard Tufts contract may be obtained from the OCL.
- 1.6.3. Contracts are not required if the party in question is already contracted by the University (A/V Services, Facilities, Catering, etc.)
- 1.7. These regulations exist to protect the students, the organizations, and the University. The Treasury assumes no responsibility for contractual obligations if these provisions have been violated.

2. Charitable Events

2.1. Groups may organize community engagement initiatives that involve student participation in activities such as volunteering, mentoring, workshops, awareness campaigns, and other forms of meaningful **direct involvement which leverages student talents and skills for the benefit of underprivileged individuals.**

- 2.1.1. Treasury funds may only be used to cover the costs associated with organizing and facilitating such community engagement activities, including materials, transportation, and event logistics
- 2.1.2. Bonding activities and retreats involving members outside the Tufts Community may be hosted only once a year, and count towards one of a group's two retreats. The size and nature of the retreat may be determined by ALBO

2.2. If a group intends to hold an event for the purpose of donating to a charity, then the group must first ask the permission of the TCU Treasurer during their office hours. If the event is approved and takes place, all funds raised through a charitable event must be deposited into the group's account

- 2.2.1. Assuming the approval of the event, the signatories must then submit a "Request to Disburse Charitable Funds" request after the event is held. Such requests must be accompanied by proof that the entity receiving funds is a registered non-profit organization
- 2.2.2. All charitable events must net to zero before any funds may be disbursed to charity. Should the cost for the event exceed revenues, the Treasurer shall reject the request to disburse charitable funds and all income from the event shall be used to offset the expenses.

3. Unbudgeted Income

- 3.1. Any income made above the amount set by the Allocations Board through budgeting, Supplementary Funding, or New Group Funding will be considered "unbudgeted income."

- 3.2. As outlined in Title III, Section 10, “co-sponsorship is not income”; therefore, money that a group receives from within the TCU will not be counted as “unbudgeted income” and can therefore not be given to charity or be rolled over into the next fiscal year.
 - 3.3. If an organization wishes to donate excess income from an event that was not advertised as a “Charitable Event”, it is permitted to do so using the Request to Disburse Charitable Funds form. Only excess income is eligible for donation, though not all excess income is guaranteed to be approved by the TCU Treasury for donation.
4. Rollover
 - 4.1. Groups that have any unbudgeted income left in their accounts by the end of the Fiscal Year are permitted to have these funds roll over from one fiscal year into the next. Groups that wish to roll over funds to the next fiscal year must complete a Rollover Application form and submit this to the Treasury before the last day of the Academic Year.
 - 4.2. TCU-funded groups requesting to no longer receive funding from the TCU Treasury will work with the Financial Office to establish a University account. Any rollover funds that remain in their account after becoming unfunded may be deposited into the University account at the group’s discretion.
5. Post-Semester Funding
 - 5.1. All student organization events and programs are required to be completed by the last day of classes of the semester. No funding will be available for use following the last day of classes of either semester, unless in excruciating circumstances and at the discretion of the incoming TCU Treasurer.
6. Student Support Fund (SSF):
 - 6.1. The TCU Treasury Student Support Fund (SSF) is a facility which seeks to help eligible students with expenses borne by the student as a result of their participation in a TCU Treasury approved event, travel, membership dues, etc.
 - 6.1.1. It is available to eligible TCU students who are active members of TCU recognized and budgeted student organizations
 - 6.1.2. Eligibility is based on certain levels of financial aid. Any student with a question on their eligibility can reach out to the Office for Campus Life at ocl@tufts.edu
 - 6.2. Eligible students may request up to \$250 per academic year through the Student Support Fund
 - 6.2.1. SSF applications are reviewed each year on a rolling basis, to help eligible students as and when the need arises
 - 6.3. Applications must be completed by the individual student requesting the funding. Completed applications must be turned in to the Office for Campus Life, not the TCU Treasury. Applicants will hear back from the Office for Campus Life regarding approval

- 6.4. Once approved, the funding will go directly into the Dept ID of the organization the student has applied from. The student receiving the funding should work with the organization's signatories for access to the funds
 - 6.4.1. It is the responsibility of the Treasury to maintain monthly contact with recipients of the stipend to ensure they have continuous access to the funds awarded to them
 - 6.4.2. In no circumstance may an organization use any money granted under the Support Fund except to cover the personal expenses faced by the approved student applicant. Surplus funds may not be reallocated or repurposed for the organization's use
 - 6.4.3. SSF funding may be used to cover any funds related to participation in a TCU recognized Club, including those outside of the scope of the TCU Treasury guidelines at the discretion of the TCU Treasurer.

Title VI: Receiving Money through the Allocations Board

1. Supplementary Funding

1.1 The Supplementary Fund is put into place in order to bridge any gaps caused by the spring budget process. The Supplementary Fund can be accessed by TCU-recognized groups in order to fund **unforeseen expenses, speakers, and events** that are central to each respective group's mission. The Treasurer will budget for the Supplementary fund for the following fiscal year. In years when there is a surplus, the fund can be increased accordingly.

1.2 Organizations applying for Supplementary Funding must use the following process:

1.2.1 Filing a Supplementary Funding Request and getting the funds approved is a weeklong process. If the funds are needed before then, the group should speak to the Treasurer.

1.2.2 Groups should fill out a Supplementary Funding Request Form and attach an itemized budget, detailing how they plan on using the funds should the request be approved by the TCU Senate. This paperwork must be submitted before the next ALBO meeting, at a deadline determined by the TCU Treasury; failure to do so will result in the request being delayed.

1.2.2.1 ALBO meets every Wednesday at 8PM, unless otherwise noted.

1.2.3 ALBO will review the request and make a monetary recommendation to the TCU Senate. No proposal is finalized until it gains the approval of the Senate.

1.2.3.1 The signatory who submitted the request will be contacted at least 1 (one) day before the next ALBO meeting with a timeslot to attend the meeting to discuss the request and answer any questions. At least one representative of the group must be able to attend the ALBO meeting. They are permitted to bring other organizational officers to the meeting.

1.2.3.2 The group will be notified of ALBO's recommendation within 24 hours of the ALBO meeting.

1.2.3.3 In the case that a supplemental funding/ bookmark request is less than \$2000, it may be approved by the TCU Treasurer during their office hours

1.2.4 The Senate will review the Supplementary Funding request at the next possible full body meeting following the ALBO meeting. A simple majority is needed to pass a Supplementary Funding request.

1.2.4.1 In the case that a request to redeem a bookmark is (i) below \$4000, and (ii) approved unanimously by ALBO, a majority approval from the Senate is not required

1.2.4.2 The Senate meets every Sunday, unless otherwise noted.

1.2.5 If the organization so desires, it has the right to appeal the ALBO decision to the entire TCU Senate. The organization must make its appeal at the first Senate meeting after the ALBO decision is made; no late appeals will be accepted (see Appeals section).

1.2.6 Once a Supplementary Funding Request is approved by the TCU Senate, the funds will be available in the group's account for use the next business day.

1.3 Supplementary Funding requests must adhere to the following guidelines:

1.3.1 All rules and regulations that appear in Title III (Expenditure Restrictions) of the Treasury Procedure Manual must be consistently applied when considering Supplementary Funding requests.

1.3.2 Any money allocated to a group through the Supplementary Fund must be used during the same fiscal year.

1.3.2.1 Groups may not request funds for travel, registration, competition, or other associated costs related to events or activities that are not taking place within the same fiscal year. Groups should apply for these funds during the budgeting process for the upcoming fiscal year.

1.3.2.1.1 This rule may be overturned by a 2/3 vote of the Allocations Board.

1.3.3 Organizations may receive supplementary funding twice per semester but no more than three times during each fiscal year.

1.3.3.1 Subgroups may receive supplementary funding thrice per year with the consent from their parent organization (in the form of signature approval from the signatory of its parent organization)

1.3.4 In some cases, this unforeseen expense funding will include funding for off-campus trips.

1.3.4.1 As stated in the introduction, "the Student Activities Fee exists primarily to facilitate programming that will benefit the greater Tufts community." Therefore, the number of students funded for any off-campus trip, which includes but is not limited to conferences, conventions, and festivals will be limited to six (6) members of an organization. Only in extraordinary circumstances will more members of an organization be permitted to attend, and a 2/3 majority vote from the Allocations Board and the Senate is required to overturn this rule. This rule does not apply to all-member retreats, competitions, or off-campus performances.

- 1.3.4.2 In the interest of financial sustainability, for any instance in which the six-person cap has been overturned, the funding for off-campus events is limited to the costs for no more than twenty (20) members of the organization to attend unless it is a competition, retreat, or performance. This limit cannot be overturned by the Allocations Board or the Senate.
 - 1.3.2.1 All lodging should be booked using the TCU Credit Card through the CLFO.
 - 1.3.2.2 Food during off-campus trips is not funded by the TCU Treasury through the Supplementary Fund, with the exception of retreats. During retreats, food is covered in lieu of registration fees.
 - 1.3.3 The maximum number of times a group may request funds for speakers is equal to the number of speaker bookmarks the group reserved in their budget the previous spring. Speaker requests can be used to accompany amounts already budgeted for that fiscal year in order to afford specific speakers.
 - 1.3.3.1 Groups that do not have a speaker bookmark in their budget that wish to hold a speaker are limited to one speaker request per semester.
2. New Group Funding
- 2.1. Each fiscal year, the Treasury allocates a portion of the Student Activities fee to act as a reserve fund for the purpose of funding organizations newly recognized by the TCU Judiciary and TCU-recognized groups that did not receive funding through regular budgeting.
 - 2.2. Under no circumstances will funding be granted retroactively.
 - 2.3. Organizations may apply for new group funding only once per fiscal year. Therefore, new group funding requests should include all expected expenditures for the rest of the Academic Year.
 - 2.4. It is the feeling of the Treasury that unfunded and newly recognized organizations should go through a probationary period. This period will allow the leadership of the organization to gain valuable experience in programming and working with the University system, as well as demonstrate to the Treasury that they are capable of managing funds responsibly.
 - 2.4.1. Each new and unfunded organization that requests funding may be granted a maximum of \$3,000 for the current fiscal year.
 - 2.4.1.1. The limit of 3,000\$ for new groups can be overturned by a $\frac{2}{3}$ majority vote from the Allocations Board and by TCU Senate. This is only to be done in circumstances in which the organization has a recognized history on campus, or lack of increased funds will be extremely detrimental to the organization's ability to operate within the year.
 - 2.4.1.1.1. These organizations may still NOT apply for supplementary funding throughout the fiscal year.

- 2.4.2. New organizations and unfunded organizations that did not participate in the most recent annual budgeting process are ineligible to apply for or receive Supplementary Funding or any other TCU funds outside of a New Group Funding Request during their first fiscal year of operations. Exceptions will only be made for organizations that were previously recognized sub-groups entering their first fiscal year of operations as an independent group. Organizations that were de-recognized after having their budget approved will be able to access their budget after regaining TCU recognition from the Judiciary.
- 2.5. Organizations applying for New Group Funding must use the following process:
 - 2.5.1. A completed New Group Funding Request form must be submitted 48 hours before the start of the ALBO meeting. It must be accompanied by a detailed, itemized budget covering expenses for the remainder of the Academic Year.
 - 2.5.2. The signatory who submitted the request will be contacted typically within 1 business day with a timeslot to attend the ALBO meeting to discuss the request and answer any questions. At least one signatory must be able to attend the ALBO meeting. They may bring other organizational officers to the meeting. The Allocations Board will review the request and make a recommendation to the TCU Senate. The organization will be notified of ALBO's recommendation within 24 hours of the ALBO meeting.
 - 2.5.3. The Senate will review the New Group Funding Request at the next possible meeting following the ALBO meeting. A simple majority is needed to pass a New Group Funding request.
 - 2.5.4. If the organization so desires, it has the right to appeal the ALBO decision to the entire TCU Senate. The organization must make its appeal at the first Senate meeting after the ALBO decision is made; no late appeals will be accepted (see Appeals section).
- 2.6. New groups may not start spending funds until they have been officially allocated by the TCU Senate.
 - 2.6.1. Organizations will not be reimbursed for any items, services, or any other expenditures prior to the vote of the full Senate.
- 2.7. Upon approval of the TCU Senate, two individuals must see a member of the TCU Treasury to become organizational signatories before any funds are accessed.

3. Annual Budgeting

- 3.1 Any organization that is recognized by the TCUJ and has previously received New Group Funding is entitled to submit a budget for the following Fiscal Year during the budgeting period in the Spring Semester.
 - 3.1.1 Subgroups will not be awarded a separate budget and must submit all funding requests through the budget of their parent organization.
- 3.2 Any group requesting a budget must have at least one signatory attend the budgeting meetings held at the start of the Spring Semester.
- 3.3 The following events will take place during the budgeting process:
 - 3.3.1 The signatories will submit a rough draft of a budget to the TCU Treasury and their respective council chair by the appropriate deadline to be announced in the spring semester.
 - 3.3.2 The signatories will then meet multiple times with their Council Chair over the course of several weeks. The first of these meetings will include a council-wide meeting, intended as a forum to address the overall budgeting timeline, key information, and questions. The last two meetings will be individualized meetings for negotiations to finalize each organization's budget.
 - 3.3.3 During these budgeting meetings, organizations may be required to fill out an equipment inventory form so that the Treasury can keep track of all equipment purchased by organizations.
 - 3.3.4 Before budgets may be heard by the Senate, the Allocations Board will review and finalize all budgets. Once finalized, they will be made public and sent to each organization's signatories for their review.
 - 3.3.4.1 As signatories work with the council chairs to create the final budget, it is the hope of the TCU Treasury that all final budgets are determined satisfactory by both the signatories and the Allocations Board. However, if the signatories determine that the final budget is unacceptable, they are permitted to make an appeal to the full Senate.
 - 3.3.5 The final budgets will be voted on by the Senate.
 - 3.3.5.1 If the Senate does not approve a budget, the council chair in charge of the budget must arrange to meet with the signatories of that group within the next two weeks to create a budget that will be satisfactory to both Senate and the signatory. This budget will then be sent to the Senate for final approval.

- 3.3.6 If any student organization fails to appropriately observe the policies or procedures of the budgeting process, the TCU Treasurer or the responsible council chair reserve the right to withhold approval, make any changes that they deem appropriate, or exclude the organization from the budgeting process. Any organization that fails to receive a final budget during the annual budgeting process will not be able to access TCU funding until the following fiscal year.
- 3.4 Relevant dates for the budgeting process for FY23 can be found in the Fiscal Year 2023 Budget Process section of this manual.
- 3.5 Any organization that is de-recognized by the Judiciary at any point in time will immediately cease to receive funding from the Treasury. The account, requests, and other pending treasury business will immediately be frozen, and the organization cannot access any TCU funds unless and until it is re-recognized.

4. Appeals

- 4.1 Every TCU-recognized student organization has the right to appeal a decision made by the Allocations Board to the full Senate. Only TCU Members are allowed to represent an organization during an appeal.
- 4.2 Appeals cannot be made for the purpose of overruling any TCU Treasury rules and regulations explicitly outlined in this Treasury Procedures Manual; appeals will only be granted if the clause applied in the Allocations Board's decision allows for differing interpretations.
- 4.3 All appeals of any decision made by the Allocations Board use the following procedure:
 - 4.3.1 A written request for appeal must be presented to the TCU Treasurer by the organizational signatory, within 24 hours of the Allocations Board decision.
 - 4.3.2 If the situation cannot be resolved between the TCU Treasurer and the signatory, the decision will be turned over to the TCU Senate.
 - 4.3.3 The Treasury appeal process at a Senate meeting will be as follows:
 - 4.3.3.1 The Treasurer will present an unbiased narrative of the situation, including the history and context of the appeal to date.
 - 4.3.3.2 The representative(s) of the student organization filing the appeal will have up to five (5) minutes to present their argument and make their case.
 - 4.3.3.3 Voting members of the Allocations Board will then have up to five (5) minutes to present their individual arguments.
 - 4.3.3.4 The Senate and the appealing organization will have up to ten (10) minutes to ask questions of each other.

4.3.3.5 If necessary, the Senate, as well as the members of the appealing organization, will debate the appeal; debate will be followed immediately by a vote on the request.

4.3.4 An appeal requires a simple majority vote of the TCU Senate; all regulations subject to a 2/3 vote by the Allocations Board shall also require a 2/3 vote of the Senate.

4.4 If the organization believes the Treasury, Allocations Board, or Senate has violated its constitutional obligations making its decision, it has the right to bring a complaint to the TCU Judiciary.

Title VII: The Surplus

1. The Surplus

- 1.1. At the end of each fiscal year, any unspent funds that remain in organizations' accounts that are not eligible for Rollover (see page 35) will be rolled into a general surplus account. Funds from the surplus account may only be spent in accordance with the regulations contained in this section.
- 1.2. The TCU Treasury will attempt to maintain a surplus of at least \$300,000 to serve as a buffer for instances in which annual expenditures exceed revenues, or for large, unforeseen payments that exceed the funds available to any group.
- 1.3. Surplus funds may be used to supplement the Supplementary Fund at the beginning of the academic year or at any other time the Treasury deems appropriate. In years when the surplus exceeds \$100,000 but does not exceed \$300,000, the Treasury is advised to have all funds over \$100,000 added to the Supplementary Fund.
 - 1.3.1. The transfer of such funds shall be executed by the TCU Treasurer.
- 1.4. In years when the surplus exceeds \$300,000, the Treasurer is advised to transfer more funds to the Supplementary Fund after the initial transfer of funds is exhausted, while taking sustainability and appropriateness of program's extension into consideration.

2. Discretionary Spending of the Surplus

- 2.1 Surplus funds may also, in rare circumstances, be used to fund capital or other expenditures, if deemed appropriate by the TCU Treasurer. Any request to use surplus funds for capital or other expenditures will be heard by the Allocations Board and then by the full Senate. All requests of this nature must be for the long-term benefit of the Tufts community. Compliance with federal, state, and Tufts University regulations is required. Proposals are considered by using the following procedures:
 - 2.1.1 The Treasurer solicits proposals from any member of the Tufts community, and after an initial review, may choose to invite them to present their proposal to the Allocations Board. The Treasurer shall have the sole discretion to decide if a proposal should be heard by the Allocations Board, based on the proposal's viability and the available funds, and may set conditions on final allocations.
 - 2.1.1.2 By a simple majority vote, the Allocations Board shall choose to recommend or not recommend the proposal for review by the TCU Senate. ALBO shall not be permitted to modify the proposal, but proposals that do not receive an ALBO recommendation shall not be considered further by the Senate. No appeals will be heard.

- 2.1.1.3 The request will then be reviewed at the following meeting of the TCU Senate, where a simple majority vote is needed to authorize the request in part or in full.
 - 2.1.2 In extraordinary circumstances, the Treasurer may deem it necessary to conduct a campus-wide referendum regarding a specific request to access funds in the surplus account; such referenda require the consent of the TCU Senate ascertained by a two-thirds majority vote.
 - 2.1.2.1 In such cases, the Treasurer shall be responsible for presenting a treasury resolution to the full TCU Senate regarding the proposal at hand and the necessity of a referendum. Upon the passage of the resolution, the Elections Commission shall conduct a referendum on the relevant matter(s) within fourteen days.
 - 2.1.2.1.1 In this case, the Treasurer shall ensure that the details of the expense in question are fairly and accurately presented to the Senate and shall have no vote on the resolution, unless the vote results in a tie.
 - 2.1.2.1.2 In the event that the TCU Senate votes in favor of conducting a campus-wide referendum, the Treasurer shall work with the TCU Elections Commission (ECOM) to ensure that details of the expense in question are fairly and accurately presented to the members of the Tufts community.
- 2.2 Unless approved through one of the expenditure processes specified in this section or mandated by a referendum in accordance with Article VIII of the TCU Constitution, no monies shall be drawn from the TCU Surplus.
- 2.3 Any member of the TCU has the right to request TCU financial documentation on any matters excluding surplus funding. A written request must be presented to the Treasury; the Treasury shall have no more than fourteen days to prepare the relevant information.

Title VIII: Disciplinary Procedures

1. General Disciplinary Provisions

- 1.1. Financial mismanagement will never be tolerated by the TCU Treasury under any circumstances. The TCU Treasurer, TCU Associate Treasurer, TCU Assistant Treasurer, Budget & Fiscal Administrator, and Business Manager are all charged with monitoring and/or approving all TCU organization expenditures and transactions. Disciplinary proceedings may be initiated for violations of TCU Treasury regulations, the TCU Constitution, University policies, as well as any applicable laws.
- 1.2. **Each organization must keep receipts, invoices, and detailed records of all financial transactions that take place during the fiscal year.** Failure to do so may result in disciplinary action against an individual or an organization.
 - 1.2.1. The TCU Treasury reserves the right to audit any TCU-funded organization at any time during the fiscal year. In the event of an internal audit, the Treasury will notify a signatory that the organization will have 2-3 business days to present its receipts, invoices, and financial records — as well as any other information that is required — to the TCU Treasury for review. Failure to submit records is grounds for immediate disciplinary action, as is any and all evidence of fiscal mismanagement.
 - 1.2.2. In the event of an external audit, the TCU Treasury will notify a signatory that the organization will have 24 hours to present its receipts, invoices, and financial records — as well as any other information that is required — to the auditors. Failure to submit records is grounds for immediate disciplinary action.
- 1.3. No TCU-funded organization will be allowed to spend into a deficit situation. Groups that spend into deficit throughout the fiscal year may have their accounts frozen if the Treasurer deems the deficit to be the result of fiscal mismanagement.
- 1.4. Any violation of University regulations shall be forwarded to the Dean of Students Office and/or law enforcement. Such violations encompass any violation of the University Code of Conduct, including but not limited to: theft, fraud, and embezzlement of TCU funds.

2. Sanctions

- 2.1 Any violation of the TCU Treasury regulations shall be adjudicated by the TCU Treasury and/or the Allocations Board. Sanctions may be imposed at any time, to any offending individual(s) or organization(s) if a violation is directly observed by a Treasury member.
- 2.2 If a complaint of an alleged violation is made by anyone outside the Treasury, the TCU Treasurer shall determine if there is probable cause to investigate such charges. A charge may be brought against an individual, individuals, an organization, or multiple organizations.

- 2.2.1.1 If it is determined that there is no probable cause, no further action will be taken.
 - 2.2.1.2 If probable cause is determined, the TCU Treasury shall be responsible for investigating the alleged violation. The accused individual(s) or organization(s) shall be notified in writing of any forthcoming proceedings no less than seven (7) days prior to a hearing before the Allocations Board. A hearing before the Allocations Board will be handled in the same manner as a hearing held by the Office of the Dean of Student Affairs, with findings based on a preponderance of evidence. At the conclusion of the hearing, the Allocations Board shall make a binding decision as to what disciplinary action shall be taken. The Allocations Board must approve such adjudication by majority vote. The Allocations Board decision may be appealed to the full Senate through the stated appeals process.
- 2.3 The following sanctions may be imposed by the TCU Treasurer for violation of any Treasury procedures as set out in this manual or in writing at any other time by the TCU Treasury, Allocations Board, or Senate:
- 2.2.1. **TCU Treasury Probation 1:** Groups are warned and all transactions involving their accounts are examined with increased scrutiny.
 - 2.2.2. **TCU Treasury Probation 2:** Groups will not be permitted to use the Drop-Off Box or Pick-Up boxes and will be required to go through every form in person with the Treasurer, Associate Treasurer, or Assistant Treasurer. All transactions will be subject to the highest level of scrutiny.
 - 2.2.3. **Account Freezing:** Groups will not be permitted to access any funds in their account for the rest of the present fiscal year unless the violation is resolved, and the TCU Treasurer deems it appropriate for the organization to resume use of their funds.
 - 2.2.4. **Organizational Fines:** The Treasury reserves the right to fine groups for financial mismanagement. The levying of a fine indicates a serious offense and may be used in concert with other disciplinary proceedings. All fines levied by the TCU Treasury shall be transferred to the Surplus.
 - 2.2.5. **Signatory Fines:** By virtue of their position, all signatories have signed a statement taking personal responsibility for the financial affairs of their organizations; if necessary, the TCU Treasury will use this agreement to recoup losses incurred due to financial mismanagement.
- 2.3. In extreme cases, the TCU Treasury reserves the right to eliminate funding for any group that is found to be in gross violation of TCU Treasury Procedures and/or By-Laws.

