

GSU Special Funds Policy

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Purpose

GSU experiences cyclical and occasionally irregular financial demands due to:

- periodic activities and operational necessities that are required to operate the organization, and
- the nature of our income sources.

To help manage expenses, GSU will establish four Special Funds and allocate money annually to build a buffer or pool of funds to fulfill its requirements.

Process

All money allocated to these Special Funds will be budgeted and reported on annually to GSU members. Money from these Funds will be strictly utilized for its designated purpose, and any deviation must be approved by the JEC or at Convention.

Special Funds

FUND	ANNUAL BUDGETED AMOUNT	TOTAL TARGET OF FUND	TIME TO REACH TARGET	PURPOSE
Building Maintenance Fund	\$5,000/year	\$40,000 maximum in fund	8 years to target	To build a reserve of funds for larger building issues. (Sewer/Basement and Third floor insulation)
Convention Fund	\$35,000/year	\$70,000 maximum in fund	2 years to target	GSU conventions are held every two years. This fund will help evenly distribute the costs of convention, preventing any undue burden on one year over another.
Retirement Fund	\$4,000/year	\$20,000 maximum in fund	5 years to target	The expense of retirement or severance is one that may not be expected. This fund will help GSU prepare for these costs.

Contingency Fund	\$5,000/year	\$25,000 maximum in fund	5 years to target	GSU's budgeting approach is thorough, aiming to prepare for unforeseen circumstances. This fund will provide support to GSU during periods of uneven or unexpected income and expenses.
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These funds will be maintained within the Operating account and tracked and identified as special funds.

Date of Adoption: [Date]

Review Date: [Date]