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are needed to see this picture.

**STUDENT ASSOCIATION  
PRESIDENT AND TREASURER SEMINAR  
FALL 2009**

**REFERENCE GUIDE**

**Mark Petrie**

*Director of Business Affairs*  
Student Association

**Kate Rebban**

*Director of Programs, Personnel, and Finances*  
Student Association

Session I

Wednesday, Sept 23 during the all college free hour

Session II

Thursday, Sept 24 3:00-4:00pm

Fall 2009

To Organizational Presidents, Treasurers, and Campus Leaders:

On behalf of the 2009-2010 Student Association Executive Committee, I would like to welcome you back to Geneseo for another year. We look forward to working with you to meet your goals for the coming semester. A major factor in the smooth operation of your organization will be the proper management and utilization of your finances. This guide is meant to outline standard business practices and sound budgeting techniques that are essential to *all* successful organizations.

The Student Association has several important policies and procedures that must be followed regarding your organization's budget. Most importantly, *Student Association Financial Policy* must be adhered to at all times. A copy of the policy has been attached to this packet. I have included an abbreviated version that contains the most commonly utilized information. Also in this guide, you'll find instructions to assist the treasurer of your organization in his or her job. Finally, general information about services the Student Association provides to students and organizations is provided for your reference.

I'd like to remind you that if you have any questions at any point during the year, feel free to visit Kate or myself in the SA office (CU 316/317); it doesn't have to be "business" or "finance" related. However, we encourage as much interaction as possible to ensure that all business is handled as easily and efficiently as possible. SA Exec is here to help your organization any way that we can. We work for you, so please utilize us as a resource! Also, keep in mind our job is to represent all fee-paying students—not simply SA organizations. If you have any concerns regarding campus issues, questions about student life or propositions for SA, please stop by the office or visit us online at <http://sa.geneseo.edu>.

Again, welcome back to campus. I am looking forward to working with all of you to make this a great year.

Sincerely,

Mark Petrie  
Director of Business Affairs

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# Student Association Staff

## 2009-2010

### STUDENT ASSOCIATION EXECUTIVE COMMITTEE

**Haleema Murtaza**  
**Mon/Wed 1:00-3:00**  
**Tues/Thurs 11:30-1:30**  
Student Association President  
sapres@geneseo.edu

**Nicholas Kaasik**  
**Tue/Thurs 10:00-1:00**  
Student Association Vice-President  
savp@geneseo.edu

**Brian Hartle**  
**Friday 8:30-10:00 and**  
**11:30-4:00**  
Director of Academic Affairs  
saaac@geneseo.edu

**Mark Petrie**  
**Tuesday 10:00-1:00**  
**Thursday 10:00-12:00**  
**Friday 11:15-12:15**  
Director of Business Affairs  
sadba@geneseo.edu

**Melissa Kaye**  
**Monday 2:00-4:00**  
**Tuesday 9:00-11:00**  
**Friday 11:00-1:00**  
Director of Inter-Residence Affairs  
sairc@geneseo.edu

**Mathe Kamsutchom**  
**Monday 11:00-1:00**  
**Tues/Thurs 12:00-2:00**  
Director of Public Relations  
sapr@geneseo.edu

**Hamza Murtaza**  
**Monday 2:00-3:00**  
**Wednesday 12:00-2:00**  
**Friday 12:00-3:00**  
Director of Student Affairs  
sasa@geneseo.edu

**Corey Kotlar**  
**Mon/Wed 10:55-11:55**  
**Tuesday 1:45-3:45**  
**Wednesday 1:00-3:00**  
Director of Student Programming  
sadsp@geneseo.edu

### PROFESSIONAL STAFF

**Tamara Kenney**  
Student Association Advisor  
kenneyt@geneseo.edu

**Kate Rebban**  
**M-F 8:30-4:30**  
Director of SA Programs, Personnel, and Finances  
krebban@geneseo.edu

**Nancy Chirico**  
**M-F 8:30-4:30**  
Administrative Assistant  
chirico@geneseo.edu

**Dianne Krenzer**  
**M-F 8:30-4:30**  
Service Manager  
krenzer@geneseo.edu

**Danielle Akins**  
**M-F 8:30-4:30\***  
Program Advisor  
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subject to change based on weekly events

**Kristin Fuest**  
**M-F 8:30-4:30**  
Graphics Coordinator  
fuest@geneseo.edu



## QuickFacts Reference Sheet

<u>Reference</u>	<u>Department Names</u>
<p><b><u>SA Office:</u></b> CU 316, 8:30 - 4:30</p> <p><b><u>SA Office Phone #:</u></b> 245-5878</p> <p><b><u>Dir. of Business Affairs E-mail:</u></b> <a href="mailto:sadba@geneseo.edu">sadba@geneseo.edu</a></p> <p><b><u>Policy, Forms, &amp; Logos Are Available Online:</u></b> <a href="http://sa.geneseo.edu">http://sa.geneseo.edu</a></p> <p><b><u>Meetings:</u></b> 6:15 pm Wednesdays; CU Hunt Rm.</p> <p><b><u>Conference Requests:</u></b> 2 Readings <i>+ proper receipts, and "monies spent" form</i></p> <p><b><u>Perm. Equip. Requests:</u></b> 2 Readings <i>(have 2 or 3 price quotes)</i></p> <p><b><u>Budget Increase Requests:</u></b> 2 Readings</p> <p><b><u>Realignment Requests:</u></b> 1 Reading</p> <p><b><u>Fundraising Requests:</u></b> 1 Reading <i>(after receiving college approval)</i></p> <p><b>Permanent Equipment Surpluses: 1 Reading</b> <b>All REQUESTS DUE: 4 PM Thursday</b></p>	<p><b><u>SA Services:</u></b> SA Programs, SA Service Grants, Tech Services, Public Safety Aides, Non-Funded Club Account, SA Graphics Services, Fax Service, Ticket Office, GOLD, Geneseo Late Knight, Legal Services, Upstate Escapes</p> <p><b><u>Standing Committees:</u></b> AAC, IRC, AC (General Operations, Concerts, Limelight &amp; Accents, KiNO, Contemporary Forum, Mac's Place, Special Events)</p> <p><b><u>Club Sports Association:</u></b> CSA – Executive Board, Baseball, Crew Club, Men's Rugby, Women's Rugby, Ski Team, Ultimate Frisbee, Women's Ice Hockey</p> <p><b><u>Media:</u></b> The Lamron, GSTV, MiNT</p> <p><b><u>Drama:</u></b> Musical Theatre, Student Music Association</p> <p><b><u>Social Services:</u></b> CEC, Big Brother/Big Sister, GODA</p> <p><b><u>Special Interests:</u></b> BSU, WAC, Pride Alliance, Geneseo Environmental Organization, Amnesty International, KASA, LSA, Model UN, JCC, GAGG, SHAKTI, Geneseo Outing Club, SEAA</p>

## SA Financial Policy In Brief

**You must include the SA logo & the phrase “Funded by mandatory student activity fees” on all publicity.** This includes advertising for events, meeting times, and other publicity that is funded in full or in part by the Student Association. E-mails must include the phrase.

*You can find the logo online, or use a stamp in the SA office. This rule is in place so that people know how their activity fee is being utilized. Budgets can, and will be, frozen if this rule is not followed. Please be very conscious when advertising to avoid inconvenient interruptions to your organization's finances.*

(3. Student Activity Fee)

- Membership must be open to all fee-paying Geneseo students.
- You must submit a budget request to SA each year.
- Alcohol may not be purchased with activity fee money and is prohibited at all activities.

***There is a no tolerance policy regarding alcohol.*** Any organization found in violation of this policy risks losing funding indefinitely. A violation includes but is not limited to providing alcohol at SA sponsored events, purchasing alcohol with activity fee money, and announcing (at meetings, events, list serves, etc.) non-SA events where alcohol will be available.

(4. Financial Support of an Organization)

**All paid performances and services must use a formal agreement or contract.**

No advertising may take place until contracts are signed. The SA President signs all contracts; **no organization member may sign a contract on behalf of the Student Association.**

(7. Contracts)

Any organization officer may receive a stipend (after SA Exec approval) if he/she sits a certain number of office hours and submits a stipend report.

(10. Salaries/Stipends)

Most ticket sales are coordinated by the SA Ticket Office, CU 102. All revenue must be deposited in the SA Ticket Office by 3pm of the next working day after the event **or your budget will be frozen.**

(13. Revenue)

All fundraising not outlined in your organization's budget must be approved by SA Exec at one business meeting. **The college must approve all fundraising activities regardless if they are included in the income line of your budget. This is accomplished by filing the appropriate paperwork in CU 321.**

**Organizations must send at least one representative to every SA meeting.**

(17. Attendance Policy)

*If you have any questions regarding Financial Policy, see the Director of Business Affairs or Kate Rebban (Director of SA Programs, Personnel, and Finances).*

NOTES:

# Managing Finances



Unfortunately, there's no such thing as a free lunch; funding is essential for the success of many groups, projects, and activities. It's important, therefore, to have funds well organized in order to best take control of funding.



## BUDGETS

Each SA funded organization has an operating budget and account under the Student Association. Budgets are divided into five main sections called lines:

### *10 Supplies and Expenses*

- office paper, operating supplies, publicity, etc.

### *20 Programming*

- concerts, films, speakers, contracts, tech services, etc.

### *40 Salaries*

- stipends, wages, commissions, services rendered

### *60 Other*

- transportation (public/private, charter/rental cars)
- non-permanent equipment\*
- other uncategorized items

### *65 – Foundation Donation Expense*

- only use if your group has received a donation transfer from the Geneseo Foundation

### *01 Income*

- projected fundraisers, ticket sales

All transactions\*\* must fit into a specific budget category or they won't be authorized.

## REQUESTING A BUDGET

Each year, organizations must submit a budget proposition to the Director of Business Affairs in order to continue to receive funding. A budget proposition includes a provided "Budget Request" form (see sample in Appendices), an itemized line breakdown of funds, and a typed rationale describing what the funds in each line will be used for.



New organizations can request funding through a similar process. They must submit a budget, and a typed rationale along with their organization's constitution and mission to the Student Association for approval at two meetings. New budgets are capped at \$150.

## 5 Steps Towards A Financially Successful Organization

1. Designate One Person In Charge of Finances
  - *Limiting who is authorized to utilize funds makes it easier to keep track of expenses/income*
  - *It ensures money is being spent appropriately.*
2. Develop a Budget
  - *Allocating funds for a set purpose secures funding for specific needs.*
3. Obtain Funding (Grants, Financial Sponsors, Fundraising)
  - *The Student Association funds organizations recognized by the college.*
4. Place Funds in an Account in the Organization's Name
  - *SA funded organizations cannot have outside accounts.*
5. Keep Up-To-Date Records of Financial Transactions
  - *This helps keep your group "in the black."*

## NOTES:

\*Permanent equipment is defined on page. 14

\*\*Account Transactions are covered in detail on pg. 10-11

\*\*\*SA funded organizations cannot have outside accounts

### INCOME STATEMENTS/ENCUMBRANCE REPORTS

Each week, your organization will receive an income statement and an encumbrance report outlining the financial activity on your account for that time period. **Do not depend solely on income statements to keep track of your budget.** An excel spreadsheet is more appropriate for keeping track of specific line amounts in your budget. Income Statements and Encumbrance Reports are helpful to verify your records and to keep track of fiscal activity.

The income statements have been revised. Be sure to verify your copies (yellow) of deposit slips and check requests as you receive these statements.

### LINE DESCRIPTIONS

The income statement has two categories: *receipts* (income) and *expenses*.

*Receipts* – income that has been brought in by your organization.

- 01 Cash Receipts - all deposits follow "flow of deposits to account"
- 03 Budget Increase
- 05 Budget Allocation
- 06 Adjusting Journal Entry - used to adjust lines in the budget.

*Expenses* – charges incurred by your organization.

- 10 Supplies and Expenses
- 20 Programming
- 40 Salaries
- 60 Other
- 65 Foundation Donation Expense



Each month, you will receive a report and a copy of any journal entries that were posted to the account (information pertinent to your account will be highlighted). This copy will help you balance back to the records that you keep.

Kate Rebban, Director of SA Programs, Personnel, and Finances, can answer any questions you have regarding the financial status of your organization.

NOTES:

## **Encumbrances**

According to the SUNY Board of Trustee Guidelines, the Student Association and their fiscal agent must establish and maintain an encumbrance approval system.

### **What is an Encumbrance?**

An encumbrance is the first part of a two part process for purchasing and paying for goods and services (The other process is the check Request system). An encumbrance is a special type of accounting transaction that anticipates a future expenditure. Funds are encumbered, or set aside, in a particular budgetary line for a specific future purchase. The document used to record an encumbrance is a Student Association Purchase Order. These forms, which are numbered for accounting control are issued automatically from our Accounting System.

### **What are the advantages of using an encumbrance approval system?**

- An encumbrance system requires that proper authorization must be obtained before a purchase takes place and before a financial commitment occurs. An encumbrance system enables the Student Association to approve a purchase before it takes place.
- An encumbrance approval system recognizes budgetary constraints. By insuring that the available balance in a budgetary account is sufficient to allow the purchase commitment, the organization is prevented from over spending before the commitment takes place.

### **How Does the Encumbrance System Work?**

- Come to the office with the following information: acct #, vendor, \$ amt, budget line, quantity, item description.
- PO will be issued by Administrative Assistant or SA Director of Programs, Personnel & Finance
- This PO will “hold” your money in your budget as to not overspend the account.
- An original and two copies of the PO will be issued. The original goes to the vendor. The copies are highlighted yellow and pink. The yellow, with original receipts, will be used by organization treasurer to fill out a check request. The pink copy will be maintained by SA.
- If a PO is not used, it should be brought back to SA and we will cancel it. This releases the “hold” on your budget line.

## **Ticket Office Consignment/ Ticket Sales/ Dues**

*Projects supported wholly or in part by mandatory student activity fees which involve the collection of revenue must be supported by a detailed statement of receipts and expenditures.*

### **Consignments:**

When an SA-Funded organization is conducting a fundraiser through the sale of items which are not tickets to an event, orders for those items will be handled by the SA office. To sell the items, the organizations must work with the SA service manager to sign them out of the ticket office on consignment. The individual signing out the item(s) will be responsible for reporting the cost of the item(s), how many were sold and returning any unsold items.

### **Ticket Sales:**

All advance ticket sales must use: consecutively numbered tickets with price, title of the attraction, date, place, day, time and sponsor of the event. If the SA Service Manager prefers, consecutively numbered roll tickets may be used. An attendance report form must be handed in completed after the event in finished. Both the beginning and ending ticket numbers must be indicated on the attendance report.

The Sa Service Manager may also, if an attendance of less than 150 is expected, elect not to require tickets for the event. In all cases, material revenue for an event, ticketed or not, must be verified by an attendance report, which will be turned in with the unused tickets (excluding roll tickets) to the service manager.

### **Dues:**

Dues will be collected and receipts issues under the direction of the organizational treasurer. This must be done using a cash receipt book or similar form, which has two copies. The original is for the person paying the fee and the copy is for the organizational treasurer. The copy is to be kept for three years. All dues must be deposited at the Student Association Ticket Office.

## CHECK REQUESTS

Almost every transaction requires a check request. Check requests are used to write checks for merchants and serve as records for your organizations expenses. Be sure to keep a copy of all check requests in chronological order in your treasurer binder.

- Check Requests are available at the SA office.
- Fill in the following fields:
  - **Department** – department within SA that your organization is listed under.
  - **Account Number** – located on the top left corner of your budget.
  - **Line Number** – the line in your budget that you are taking funds from.  
For quick reference, *supplies are line 10 and programming is line 20.*
  - **Organization** – the name of your organization.
  - **Vendor Number** – there is a vendor list near the mailboxes. If the vendor is not listed, leave this field blank.
  - **Make Check Payable To** – the individual or company your organization is paying. Write their address in the Vendor Address section. You may not have a check written to yourself if you are signing the check request.
  - **Check Date** – this is the date of the Wednesday one (1) full week after the current or upcoming Wednesday.
  - **Account Number** – same as before.
  - **Invoice/Contract Number** – this identifies the transaction to the vendor. When making a purchase, be sure to ask what number to use.
  - **Description of Material/Service** – list what was purchased and for what purpose.
  - **Quantity, Unit Price, Amount, Total** – indicate a price for each item or unit of service and calculate the total. *Remember, SA is tax-exempt, so tax will not be reimbursed.*
  - **Organizational Treasurer’s Signature** – signature of treasurer is *required*.
- Include any receipts and/or documentation verifying the check request.

Hand in the completed check request in the SA Office. There is a bin on Nancy Chirico’s desk these can be placed in. Check requests are processed on Wednesdays. If the request is approved, checks will be placed in you organization’s mailbox.

Be thorough! Include all necessary paperwork including the “yellow” copy of the Purchase Order and receipts and attach them securely together. Do not submit incomplete forms as they will not be processed and will delay payment! **All check requests must be legible, otherwise they will be returned to you.**

## MAILING CHECKS

In most cases, your organization will be responsible for mailing checks to pay your bills. Stop by the SA office and pick up envelopes with the plastic window (so you can see the address printed on the check through the envelope). After enclosing the check (*do not remove the stub!*), place your account number in the upper-left corner of the envelope, below the SA logo. You may then drop it off in any campus mailbox.

NOTES:

## ACCOUNT TRANSACTIONS

All financial activity must be well documented. This section outlines various methods of utilizing funds and making deposits.

Method	Procedure	Pros & Cons
<p><b>Purchase Order</b> A document used to purchase an item at a specific cost from a specific vendor.</p>	<ul style="list-style-type: none"> <li>• Contact the merchant and ask for a price breakdown of the items you wish to purchase prior to coming into the SA office.</li> <li>• Make sure you have the appropriate funds in your organization's budget.</li> <li>• The Administrative Assistant or Director of SA Programs, Personnel &amp; Finances must issue the Purchase Orders. The Director will sign off on them.</li> </ul>	<ul style="list-style-type: none"> <li>+ Convenient way to make purchases in and around Geneseo.</li> <li>- Preparation required before making purchase.</li> </ul>
<p><b>Wegmans and Wal-Mart Cards</b>  Store cards that you can charge purchases to  <i>As Treasurer you are responsible for these cards</i></p>	<ul style="list-style-type: none"> <li>• Must get a Purchase Order first</li> <li>• Sign out cards from Kate or Nancy</li> <li>• Pay with the card. If shopping at Wal-Mart, be sure to show your tax exempt card before the cashier starts to ring you out</li> <li>• Bring the receipt and the completed check request form to the SA office (CU 316)</li> <li>• <b>GIFT CARDS ARE PROHIBITED.</b></li> </ul>	<ul style="list-style-type: none"> <li>- Limited to Wegmans/Wal-Mart.</li> <li>- If they are lost, you must inform Nancy Chirico <i>immediately</i>.</li> </ul>
<p>NOTES: **WHEN SIGNING OUT A CARD, YOU MUST EXPLAIN WHY YOU ARE SIGNING OUT THE CARD AND WHAT YOU ARE GOING TO BUY WITH IT.</p>		
<p><b>Credit Card</b> For purchases on the internet or from vendors unfamiliar with the Student Association.</p>	<ul style="list-style-type: none"> <li>• Must get a Purchase Order first</li> <li>• Come into the SA office and ask to make a credit card purchase.</li> <li>• Give a copy of what you would like to order to Nancy, with contact info so when it's delivered, you can be contacted.</li> </ul>	<ul style="list-style-type: none"> <li>+ Payment accepted almost everywhere.</li> </ul>
<p>NOTES:</p>		
<p><b>Reimbursement</b> Pay cash up front, and receive a check from SA later.</p>	<ul style="list-style-type: none"> <li>• Must get a Purchase Order first</li> <li>• Obtain a tax-exempt form from the SA office (optional but recommended).</li> <li>• Bring receipt and a completed Check Request form to the SA office.</li> </ul>	<ul style="list-style-type: none"> <li>+ Fast way to make purchases.</li> <li>- Reimbursement is a slow process.</li> </ul>
<p>NOTES: STORES MAY HONOR THIS IF YOU HAVE A TAX EXEMPT FORM WITH YOU</p>		

## **MAKING DEPOSITS**

Deposits are made in the **Student Association Ticket Office, CU 113**. Dianne Krenzer, the Student Association Service Manager, or a ticket office staff member will assist you in filling out the appropriate form. A “Statement of Deposit to Account” slip will be placed in your mailbox in the SA office. This is to serve as confirmation that your deposit has been processed and deposited.

### **Remember...**

- Revenue must be deposited by 3pm of the next working day after an event.
- **All** collected monies must be deposited into your account *first*. If other parties need to be paid, or you wish to donate the proceeds, a separate transaction must be made.
- Transactions may be denied if not documented properly.
- **Club sports teams** must deposit collected dues in their entirety within **2 weeks** of the start of their season or risk having their budget frozen- Do not hold on to the dues, deposit it as it is collected
- Failure to comply with proper transaction procedures may result in a frozen budget.

NOTES:

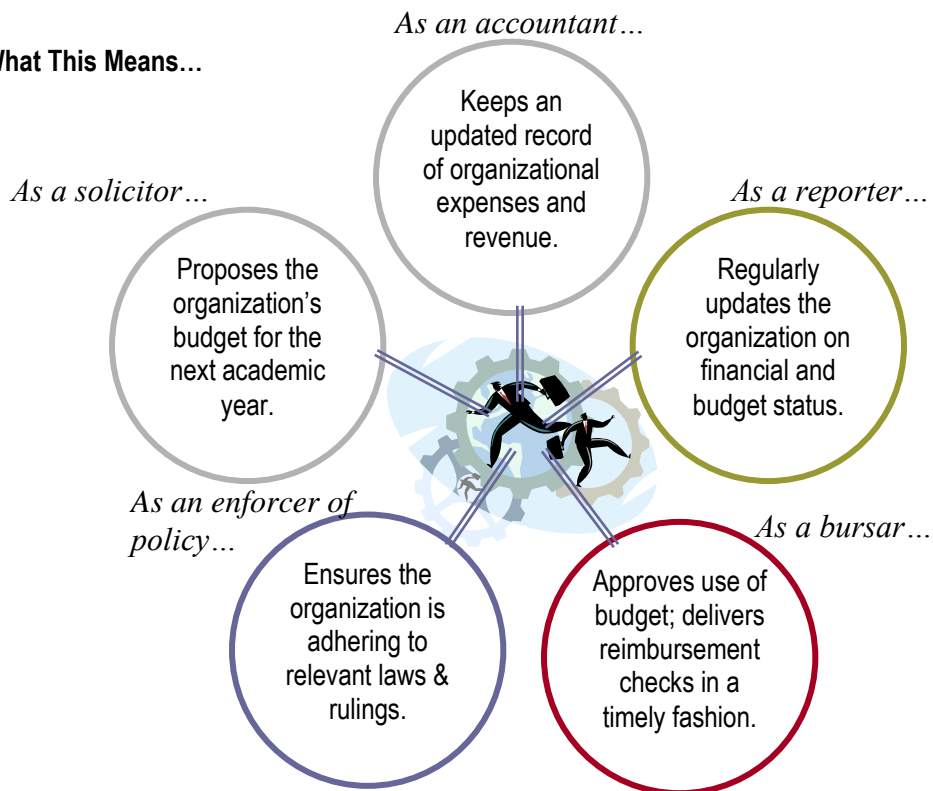
# Responsibilities of Organizational Treasurers

## What Policy Says...

- Follow all policies, procedures, and regulations passed by Student Association.
- Be responsible for all organization expenditures that bear your signature.
- Include in your ledger all expenditures, receipts, and purchase orders for the current financial year.
- Keeping accurate records (success of fundraising, financial needs, etc.) will greatly assist in preparing for Budget Hearings
- Budget Hearings are held each spring. Involve other members in the process.
- Announce remaining budget figures at organization meetings.
- All revenue must be deposited in total to the SA Service Manager's office (CU 113)
- Check your organization's mailbox in CU 316 (SA office) at least twice a week. Use the information contained in your mailbox to verify financial records.
- Submit complete accounts payable and accounts receivable listings, in chronological order, to the Director of Programs, Personnel, and Finances at the end of the academic year.



## What This Means...



NOTES:

### Financial Terms Defined

**Accountant:** One that keeps, audits, and inspects the financial records of individuals or business concerns.

**Asset:** Anything currently owned by the organization having a momentary value. This includes 'fixed' assets such as permanent equipment, and 'current' assets such as cash.

**Budget:** It is a formal written guideline for your future plans of action, expressed in financial terms within a set time period.

*Purpose: A tool to help your organization plan, requiring efficient and appropriate use of funding, an aid in decision making, and serves as a historical record.*

**Line:** A category of expenses (or income items) in the budget. The figure listed for the line is the total from the itemized figures in the line description.

**Net Income:** All money remaining after all expenses have been deducted from revenue. Negative income, or loss, is represented by parentheses (i.e. (\$50.00) ).

**Realignment:** To make new groupings or arrangement of funds in a budget.

**Receipt:** A quantity or amount received. Often used in the plural: *cash receipts.*

**Revenue:** The earnings from the sale of goods and services.

**Transaction:** An adjustment between groups, often recording an exchange of goods, services or funds.

**Treasurer:** One who has charge of funds or revenues.

*Source: Dictionary.com*

# Special Requests

## PERMANENT EQUIPMENT

Permanent equipment is defined as:

1. An item costing \$300 or greater and
2. Having a life span of 3 years or greater

If your organization has a need for an item that meets the above description, you must ask Student Association to purchase the item on the organization's behalf. A "Permanent Equipment Request" form is available at the SA office. All requests must have at least two quotes (*recommended*: include three quotes or an additional quote of a comparable item). Submit a rationale with the permanent equipment request and specify why your organization needs the equipment, how it will enhance your organization, and any other information that you feel is appropriate. See appendices for example forms. Purchase of permanent equipment must be approved twice by the Student Association.

## Permanent Equipment Preservation...

Permanent Equipment is property of the Student Association. In requesting permanent equipment, an organization agrees to the following:

- To keep equipment in good condition and in an accessible location.
- **To meet with the Dir. of SA Programs, Personnel, & Finances to arrange for proper disposal of equipment no longer in use by your organization.**
- To lend the equipment to other organizations if it's not currently in use (with permission of the SA Executive Committee).
- **To assist the Dir. of Business Affairs in the yearly inventory of permanent equipment.**

## Inventory of Permanent Equipment...

The Director of Business Affairs documents all permanent equipment owned by the Student Association. Treasurers and Presidents are expected to assist in the process:

1. A list of all known permanent equipment will be distributed to each organization. Organizations are required to account for all equipment on the list and update the DBA **if equipment breaks, has gone out of use, or changes location.**
2. The Dir. of Business Affairs visits organizations to tag permanent equipment.
3. During budget hearings, the Dir. of Business Affairs and organizations review the status of permanent equipment. Organizations are expected to be responsible for their assigned permanent equipment. Failure to do so will be a consideration during the budget review process.

NOTES:

## CONFERENCE REQUESTS

If your organization is interested in attending a conference, the Student Association can help subsidize the costs. A “Conference Request” form is available in the SA office. However, conferences take careful preparation and planning. Conferences must be approved at two SA meetings; *a request must be submitted at least 3 weeks prior to the conference.*

- Read through the instructions and regulations.
- Complete all sections of the form.
- Include a rationale explaining the benefits the conference offers your organization and why the Student Association should help with funding.
- Attach any brochures, price quotes, and additional information.
- If and when funding is approved, a representative must meet with the Dir. of SA Programs, Personnel, and Finances within 3 business days of the requests final approval to finalize the financial details of the conference.
- To receive funding, an organization must complete a “Statement of Monies Spent” form and hand in all receipts of transportation, lodging, meals, registration fees, etc. within 5 business days after returning.
- Proof of attendance (i.e. names listed on the hotel roster or on conference confirmation forms) is required to receive funding.

### A few final reminders about policy:

- The Student Association may allocate *no more than fifty percent (50%) of total conference costs*, as per SA Financial Policy.
- The Student Association may allocate *no more than \$2,500.00 for a single conference.*

See appendices for example forms.

## SA PROGRAMS



The Student Association funds programs of cultural and educational enrichment, recreational and social activities, tutorial programs, and student services to supplement or add to those provided by the college. The Student Association strongly encourages collaboration between SA organizations. Students and organizations with proposals to enhance student life on campus may present their ideas in a formal reading or open discussion.

## FUNDRAISING

**Fundraisers that are not already specified in an organization’s budget must obtain college and Student Association approval.** Chip Matthews (Director of College Union & Activities), can assist your organization to gain approval for fundraising activities on campus. Once your organization has official College approval, submit a “SA Fundraising Form” to the Director of Business Affairs (See appendices for example forms). Organizations which have specific annual fundraisers can request to include these fundraisers into their budget during budget hearings, thus removing the need to request fundraising permission each time.

NOTES:

### **BUDGET INCREASE/REALIGNMENT**

If your organization requires additional funding, you can fill out a “Budget Increase” form. Budget increases must be approved at two Student Association meetings. If an organization wishes to move funds within their budget they must fill out a “Budget Realignment” form. Realignments must be approved at one SA meeting. See appendices for example forms.

### **BUDGET HEARINGS**

Budget hearings, held in the spring semester, can be an intense process; the Student Association is giving organizations control over student activity fee money and must ensure it creates a fair budget. Organization treasurers submit a budget proposition to the Director of Business Affairs and appear at an individual meeting with the budget committee to review the proposed budget. Due to increasing costs yet stagnant enrollment figures, the budget becomes tighter each year. Treasurers should be prepared to provide places to cut the budget if necessary. Providing extra details such as average membership figures, attendance estimations at events, the success of fundraisers, and where the budget needs adjusting will reflect positively on an organization during budget hearings.

*If an organization does not submit a budget request for the following fiscal year during the spring budget hearings, it will not be eligible for an operating budget.*

### *Debunking Some of the Myths Concerning Budget Hearings...*

- “If my organization goes over budget, it’s demonstrating the need for a larger budget.” **You are actually demonstrating the inability to appropriately handle a budget. If an organization’s current funding is inadequate, you may apply for a budget increase.**
- “If I increase the income my organization brings in, I can receive a larger allocation.” **As student government, it is not SA’s purpose to make a profit. However, we expect to see an organization making its projected income. If an organization experiences problems doing so, the Dir. of Business Affairs should be notified well in advance of Budget Hearings.**
- “Because my group is small, it won’t receive much funding.” **While the Student Association must see that the student activity fee is fairly distributed, it is also committed to supporting all sides of an issue. Consistency in attendance is just as much of a factor as quantity.**

NOTES:

## Miscellaneous Topics

### TRAVEL REGULATIONS

All club/ Organization members traveling to events must fill out the Driver Agreement and Passenger Agreement forms available at the SA office. Additionally a detailed itinerary is required and should be submitted with the Driver and Passenger Agreement forms AT LEAST 2 weeks prior to the trip date.

The itinerary must include:

- Date(s) and time(s) of travel
- Destination
- Driver(s) and Passengers(s) names
- Purpose of the trip
- How the trip is being funded (Personal expense, club dues, SA conference request...)
- The name and phone number of the person coordinating the trip

\*\*Club sports members will list all game and practice dates for which they are travelling on their itineraries and may refer to the itinerary dates on the Driver and Passenger Agreement forms.

### EQUIPMENT AND SUPPLIES

Organizations may make up to 1875 copies per semester on the SA photocopier. Nancy Chirico can provide you with your organization's copier code. Equipment and supplies purchased with SA funds are to *only* be used for SA-authorized business and activities, and are **not to be used for personal business or non-SA activities**. In addition, these resources are to be used by only current members and employees of the Student Association.

This policy applies to:

- Office supplies (paper, envelopes, pens, etc.)
- Printers and printing supplies
- SA-funded organizational phone PINs
- Photocopier
- Photographic equipment and supplies
- Audio/video equipment and supplies

As well as, all other equipment and supplies that are/were purchased by the Student Association or by any of its funded organizations.

**\*Organizations and individuals can both be held accountable for violations to this policy.** \* Student Association, in conjunction with Student Court, will determine the appropriate actions to follow.

### PRINTING AT WELLES DUPLICATING CENTER

When you have printing or duplicating needs, stop by the SA office prior to going to the Welles Duplicating Center and fill out an order form for your print job. Either Kate Rebban or Nancy Chirico must sign this form. A copy of this form will be made at that time, so when the bill arrives, we have a record for which organization must be billed.

## **END OF THE YEAR BUSINESS**

At the end of the school year, you must also submit a list of outstanding expenses to the SA Director of SA Programs, Personnel, & Finances. This is so SA can pay off the bills after you leave Geneseo.


*Miscellaneous Topics, cont.*

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### **PURCHASING OFFICE SUPPLIES**

Office supplies are extremely expensive at many retailers. To reduce the amount your organization spends on office supplies, you can place an order through the SA office. To place an order, stop in the SA office and see Nancy Chirico. She has many catalogs from various vendors. Your order can be placed and delivered in a few days. A note will be placed in your mailbox to notify you of their arrival. If your organization has a supply budget of \$25, you can come to the SA Director of Business Affairs and use the supply cabinet in the SA office.


### **BUTTON MAKER**

 The Student Association owns a button maker for students and organizations to use. Buttons are a cheap and great publicity tool. Organizations can make standard 2.5” buttons and everyone else is charged whether funded or not 25¢ a button. There are “Button Use” forms in the button maker box; when you make buttons, please fill out a form, and turn into Nancy Chirico or the Director of Business Affairs’ mailbox so we know when to restock and who to bill.


### **CAS GRANTS**

 Organizations are eligible to receive one mini-grant (up to \$100) from CAS each year. If sponsoring an event that encompasses the entire campus, large grants (up to \$500) are also offered. These grants can help offset the cost of food, and help supplement budgeted funds.

### **MONITORING & EVALUATION**

 Set up an accounting system in excel; remember to keep it simple. Get a binder with dividers to keep paperwork and financial records organized. At the end of an event, provide a summary report to your members. Check figures; make sure you know how funds are being used. Track trends; note how your organization uses its budget, and where improvements can be made.

### **STOP BY THE SA OFFICE**

 Managing an organization’s finances and keeping up with the regulations can be overwhelming at times. We’re here to help! The Director of Business Affairs holds regular office hours, and the Director of SA Programs, Personnel, and Finances is usually in weekdays from 8:30-4:30. People in the office are knowledgeable about the campus, so even if your questions aren’t related to your organization, often you can find answers at the office. Feel free to drop by anytime.

NOTES:

## **APPENDIX A**

# **SAMPLE FORMS**

- I. Check Request**
- II. Purchase Order**
- III. SA Deposit Slip**
- IV. Example Budget**
- V. Example Accounting Spreadsheet**
- VI. SA Income Statement**

## APPENDIX B

# SA REQUEST FORMS

- I. Budget Increase**
- II. Budget Realignment**
- III. Conference Request**
- IV. Fundraising Request**
- V. Permanent Equipment**
- VI. Obtaining SA Funding**

**APPENDIX C**

**DRIVER/PASSENGER  
AGREEMENTS**

- I. Driver Agreement**
- II. Passenger Agreement**

**APPENDIX D**

**SA FINANCIAL POLICY**