

Student Organization Treasurer Training 2019-2020

Presented by the SGA & SABSC

SGA Finance Board

- Group of nine elected undergraduate students
 - Finance Board Representatives
 - Liam Kim, Justin Connor, Ilsa Mir, Elise Choi, Ryan Barron, Nithya Prakash, Abdullah Wadood
 - Executive Branch
 - Scott Buchan (Treasurer)
 - Zane Poffenberger (VPSO)
- Meets every Tuesday night at 5:30pm in Commons 332
 - Open to anyone and everyone/ livestream
 - Stop by and say hi or sit in!



Funding Amounts

- \$333,000 for the year: (We received ~350,000-400,000 in request each semester)
 - Fall: 55%
 - Spring: 45% + anything unspent from the fall
- 65% on Campus
 - 1% for SORC
 - Max \$33 per undergraduate student
 - Max \$12 for food per undergraduate student
- 25% for Off Campus:
 - 60% Competition
 - 35% Conferences
 - 5% Miscellaneous
- 10% Secondary Ad-Hoc Allocation System
 - 50% for Merchandise & Marketing

Budgets: Semester allocation

- Budgets for the next semester are due seven weeks after the start of the current semester
 - Ex for the Fall 2020 budget request, the deadline is Friday **March 13, 2020**
- **Make sure to meet with ECS for documentation for all commons fees**
 - Current documentation from ECS is required for commons fees to be considered by the Finance Board
 - To obtain this documentation meet with Britt Spears, her [google calendar](#) is available for appointment slots
 - Open office hours and ECS deadlines for meetings are also posted on the [Student Org Schedulers Group](#) on myumbc
- Events must be submitted by the deadline as the application closes at 11:59pm
- It is important to start this process well in advance of the deadline
 - **ECS meeting times are subject to their own deadlines and are first come first serve**
 - **ECS deadline for Fall 2020 budgets is March 6, 2020**

Applying for Finance Board Funding

- All request are done through the [Survey Monkey](#) application
 - Log in with your UMBC information
 - Choose either the SAHAS request or the Semesterly Budget Application
 - Fill out the information
 - Important things to note
 - If requesting for an **off campus event, you need advisor approval**. Plan for appropriate time for your advisor to go through and sign off.
 - If requesting an on campus event, you **need** to meet with ECS to obtain documentation
 - [General Body Meetings](#) are not funded
 - Finance Board funding is not guaranteed

Merchandise Fund

The Merchandise fund is for items such as T-shirts or other merchandise that advertises the organization.

- Organizations designated as limited funding cannot request for merchandise
 - These can include organizations with exclusive membership
- Fill out a [SAHAS](#) Surveymonkey form
- Each organization can request up to \$300 from the Merchandise fund once per academic year using SAHAS
- The request covers up to \$10 per item
 - If a item costs more than \$10, SGA will only cover up to \$10 and the rest would have to be subsidized by your carryover account

Marketing Fund

The Marketing fund is **ONLY** for organizations formed within the last two years to request for commonvision/other marketing materials.

- Organizations designated as limited funding cannot request for the marketing fund
 - These can include organizations with exclusive membership
- Fill out the [SAHAS](#) Surveymonkey form
- Eligible organizations can request up to \$300 from the Marketing fund once per academic year using SAHAS

Cash Box

Cash boxes can be requested through SABSC for fundraisers. In order to request a cash box, please follow the steps below:

1. Go to SABSC [appointment page](#) and make cash box appointment
 - Make sure to fill out all information before confirming appointment
 - Forms must be submitted within (1) week of event.
2. Cash Boxes may be signed out and picked up the day of for events during the week and on Fridays for events during the weekend by a club member in the SABSC.
3. For weekday events happening before 5 pm, cash Boxes MUST be returned right after you event WITH all monies raised to the SABSC. For other events, return cash box and cash bags to the CIC after your event.
 - All money must be counted prior to receiving a receipt of deposit.
 - Funds will be deposited and available for use (1) business day after event.
 - The student organization will be responsible for any un-returned cash boxes.

([UMBC Student Organization Handbook](#), 37)

How to Make Purchases using SGA or Carryover Funds

Purchasing and spending carryover or SGA funds must be done through the SABSC. Cash cannot be taken out of the carryover account. UMBC can allocate funds via the following:

- State-issued P-Card (VISA)
- Requesting a check via Payment Request
- Requesting petty cash reimbursement (must be under \$100 and paid via cash/debit)
- To spend funds, an appointment must be made with SABSC through their [google calendar](#)
 - Meetings take place in their office in Commons 334
 - Go to SABSC at 2-3 weeks in advance to verify purchasing and delivery of items
- The process for using carryover funds is different based on the type of expense and outlined in the [Student Organization Handbook](#) pages 38 - 41
 - If food is being catered, you MUST turn in all paperwork BEFORE your event

Request for the Expenditure of SGA Funds (RESGAF)

Organization: _____ Date: _____

Email: _____ Phone: _____

Requested by: _____

Description of expenditure: _____

Name of event (if applicable): _____ Date/Time: _____

Please attach a flyer, email invitation, or 25 Live Reservation of your event to this RESGAF.

Description		Estimated Cost	SGA Allocation	Club Carry Over
Rooms:		\$	\$	\$
Food:		\$	\$	\$
Audio:		\$	\$	\$
Security:		\$	\$	\$
Marketing:		\$	\$	\$
Equipment:		\$	\$	\$
Other:		\$	\$	\$
TOTAL:		\$	\$	\$

*For vendors being paid by check above, please provide the following information and a W-9 from the vendor.
Attach additional sheets if necessary. For more information of required documentation, refer to the SGA Treasurer Manual.*

Vendor/Payee Name: _____

Mailing address: _____

FIN/SSN: _____ Phone: _____

Contact person: _____

AUTHORIZED SIGNATURES: For purchases under \$150.00, the signature of the organization's President or Treasurer is required. For purchases exceeding \$150.00, the signatures of both the organization's President and Treasurer are required.

Treasurer (Signature) _____ Date _____

Treasurer (Print) _____

President (Signature) _____ Date _____

President (Print) _____

SGA Advisor on Duty (if applicable): _____ Date: _____

For SABSC Use Only:

Date Received:	Funds Verified By:
Chartstring: _____ <small>(4 digit fund) (3 digit dept) (8 digit account) (8 digit project)</small>	

RESGAF

- Submitted for any purchases in SABSC

Post Event Reimbursement Form

Requested by: _____ Date: _____

Email: _____ Phone: _____

Organization: _____

Description of expenditure: _____

Name of event: _____ Date/Time: _____

SGA Funds Chartstring: 1113 10592 051 CV _____ Carryover Chartstring: 5220 10592 051 CV _____

Vendor / Payee Receiving Reimbursement	SGA-Allocated Funds Spent	Club Carryover Funds Spent	Total Cost (SGA + Carryover)
A.	\$	\$	\$
B.	\$	\$	\$
C.	\$	\$	\$
D.	\$	\$	\$
TOTAL:	\$	\$	\$

<p><u>Information on Vendor/Payee A.</u></p> <p>Items Purchased: _____</p> <p>Mailing Address: _____</p> <p>FIN/SSN: _____ Phone: _____</p> <p>Contact Person: _____</p>	<p><u>Information on Vendor/Payee C.</u></p> <p>Items Purchased: _____</p> <p>Mailing Address: _____</p> <p>FIN/SSN: _____ Phone: _____</p> <p>Contact Person: _____</p>
<p><u>Information on Vendor/Payee B.</u></p> <p>Items Purchased: _____</p> <p>Mailing Address: _____</p> <p>FIN/SSN: _____ Phone: _____</p> <p>Contact Person: _____</p>	<p><u>Information on Vendor/Payee D.</u></p> <p>Items Purchased: _____</p> <p>Mailing Address: _____</p> <p>FIN/SSN: _____ Phone: _____</p> <p>Contact Person: _____</p>

Please attach all relevant documents. This includes all receipts, W-9's, proof of the event, a sign-in sheet, etc.

If more than four vendors need to be reimbursed, please attach another Post Event Reimbursement Form.

AUTHORIZED SIGNATURES: For reimbursements under \$150.00, the signature of the organization's President or Treasurer is required. If the President or Treasurer is requesting the reimbursement, and the purchase is under \$150.00, the officer not requesting reimbursement must provide their signature below. For all reimbursements exceeding \$150.00, the signatures of both the organization's President and Treasurer are required.

Treasurer (Signature)	Date
Treasurer (Print)	
President (Signature)	Date
President (Print)	

SGA Advisor on Duty (If applicable): _____ Date: _____

Post Event Form

- Submitted for reimbursements
- NEEDS receipts
- Must have club chartstring number and signature of club treasurer
- Must be submitted within 1 week after purchase
- Takes 4-6 weeks to process
- NO MARYLAND TAX WILL BE REIMBURSED
- If you have not been reimbursed before, email sabsc@umbc.edu or royer1@umbc.edu for info about filling out the W-9

TIPS

- The student organization handbook is a place with all institutional information consolidated
- It is important to Start the budgeting process well in advance as you may need to meet with ECS or get an advisor's signature
- If you have Finance Board related questions, all organizations have an assigned liaison which can be found [here](#) or office hours which can be found [here](#)
- This powerpoint as well as other resources can be found on the SGA website at <https://sga.umbc.edu/fb-submit/>
- It is also important to track you clubs finances as the Treasurer of your organization and we have developed a budget tracker [tool](#) to help you to do so!
- The VPSO office runs [SORC](#) which rents out common use item for student organization events for free!

Logos

- 10.7.1 of the Finance Board Budgetary Statues:
 - “All [SGA Funded] advertising and program handouts must bear the official UMBC SGA logo, which is available in a variety of formats and colors on the UMBC SGA website. All SGA logos should be of sufficient size so as to be legible.”
 - Logos can be found on the SGA [website](#), or commonvision will provide design with the logo
- All T-Shirt requests made to the Finance Board must include “UMBC”
 - All students are responsible for ensuring proper use of UMBC’s name and identity when creating a name and/or logo for a student group
 - Students are encouraged to work with licensed vendors and/or designers to help structure group t-shirt designs. Vendors making T-shirts with the UMBC name or logo will be sent to the university for approval
 - For the student group logo it must clearly identify itself as a student group and use the UMBC name in the locational sense only
 - [Student Organization Handbook](#) (28)
 - [UMBC Branding Guidelines](#)

Useful Contact Information!

- **The Finance Board**, (financeboard@umbc.edu)
- **Scott Buchan**, SGA Treasurer (scott23@umbc.edu)
- **Zane Poffenberger**, SGA Vice President for Student Organizations
(zpoff2@umbc.edu)
- David Royer, SABSC Accounting Associate (sabsc@umbc.edu)
- Britt Spears, Coordinator for Student Event Advising (bspears@umbc.edu)
- Tori Heasley, Coordinator for Student Organization Engagement
(theasley@umbc.edu)
- Courtney Campbell, Coordinator for Student Organization Development
(cocamp@umbc.edu)