

Treasurer's Guidebook

2008-2009

for SLUSAF funded organizations

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The St. Lawrence University Student Activities Fund (SLUSAF) was established by the Thelomathesian Society to coordinate financial management of the Student Activities Fees collected from every full-time matriculated undergraduate and graduate student. With approval of the Thelomathesian Senate, SLUSAF funding generated from the Fee is allocated to support campus organizations, clubs, and students in their pursuit of programs of an educational, social, cultural, and recreational nature.

Table of Contents

UNDERSTANDING YOUR BUDGET	3
ACCESSING YOUR BUDGET	4
COMMON EXPENSE CODES	5
BUDGET PROPOSALS	6
CONTINGENCY REQUESTS	8

Understanding Your Budget

- Every budget is divided by their **budget number** (9-900xx) and their **expense codes** (ex. 3030 - Food and Produce)
- You may spend **more** than was allotted to you in an individual expense code, but **may not overspend** the entire amount of your budget
- The budget you received cannot be overdrawn; **an overdrawn account at the end of the academic year will result in a 10% cut in your overall budget for the following year**
- SLUSAF funds **may not** be used for the purchase of goods or services that are age restricted by New York State Law or prohibited by New York State or U.S. Federal Law, including, but not limited to, **alcohol, lottery tickets** and **tobacco** products (films excluded)
- Student Activity Funds may not be used for the purchase of **residential furniture or food** for the sole benefit of the occupants of said residence
- You may not use your budget for any expense that has been expressly forbidden by the Budget and Finance committee
- To calculate **gas** you would like to claim as an expense: fill your tank with your own money before departing on the organization trip, and then when you return fill your tank again. The second filling is the amount of gas you used on your trip and thus the amount of money you can claim as an expense
- It is the responsibility of an organization's treasurer to **maintain a ledger** of expenses independent of SLUSAF (*see example on page 10*)
- It is also the treasurer's responsibility to inform the Central Treasurer if a **budget statement** is desired (upon request or monthly)
- **Please keep in contact and ask us questions**

Accessing Your Budget

Tip: The Student Info Desk (2nd floor of the Student Center) is a central point for obtaining information and materials to access your budget (ID and your budget code may be required)

- Check Requests: You can use a check request for items purchased out of pocket that require reimbursement, or services that require a deposit or payment of services in advance. A receipt is required for all purchases
 - Check requests must be handed in to the SLUSAF box at the **Student Info Desk** by **Tuesday at noon** of every week
 - Check request forms are available at the Student Info Desk
 - On the check request you must fill-in:
 - The **name** of the person receiving the check along with their legal address and social security number
 - A legible **description** of the purchase and the **amount**
 - Your organization's name, budget code, and the expense code for the purchase (**Organization Name 9-00XX-3030** for food and produce)
 - Your **treasurer's signature**, and if possible the signature of your organization's advisor
 - **Please do not use staples!** Paperclip your receipts to the check request so that the sheets may be separated
 - **Note: All check requests are subject to the approval of the Central Treasurer and may not be approved or may require that additional information be supplied by the organization**
- Purchase Order: Some local businesses may have an agreement with St. Lawrence to accept Purchase orders which can be obtained at the Student Info Desk
- Credit Card: With your ID and budget code you may pick up the credit card at the Student Info Desk for purchases online not greater than one thousand dollars
- Direct Access: This only works through St. Lawrence departments such as Duplicating Services in Vilas Hall

Common Expense Codes

Below is a list of common expense codes, but please remember that for purchases throughout the year you may only use the expense codes designated in your budget

1170	Student Wages
1180	Temporary Wages
1200	Honoraria
1500	Contractual Employment
3010	Instructional Supplies
3030	Food and Produce
3080	Implements, Instruments, and Tools
3090	Software
3100	Office Supplies
3150	Clothes and Uniforms
3200	General/Other/Miscellaneous
3400	Copying/Duplicating on Campus
3430	Campus Mailroom Services
3460	Advertising
3470	Rental
3480	Dues/Licenses/Memberships
3610	Gas
3640	Vehicle Expenses
4010	Travel
4020	Entertainment/Special Events
4080	Room and Board Allowance
4090	Prizes and Awards
5800	Miscellaneous Capital/Equipment

A complete list of expense codes can be found at:
<http://www.stlawu.edu/finance/expensecodes.html>

Budget Proposals

Timeline: Budget Workshop – February 10, 2009

Budgets Due – March 13, 2009

Budget Hearings – April 5, 2009

All dates are preliminary and subject to change. The organization's treasurer will be notified of any changes.

What we look for:

- Past Activities
- Membership
- Use of 2008-2009 Funds
- Specific Descriptions and Breakdowns
- Number of students directly affected

Budget Proposals:

Cover Sheet – The name of your organization; “Budget Proposal 2009-2010”; the names of this year's executive officers (class years and contact information); and your organization advisor's name and information

Mission Statement – The purpose of your organization

Club Roster – The active members of your organization including the number of members who are currently seniors and class years for the other members

Fundraising – List the fundraising your organization has completed throughout this year and is expected to do in the next year

Past Activities – The activities of your organization through out the past year

Summary of Activities – A specific summary of important events you plan to hold in the next year, broken down into specific amounts. The more exact your numbers, the better. We generally don't fund vague lump sums for events

Expense Category Descriptions – Each individual expense code and title, your budget for 2008-2009, the amount of funds spent in 2008-2009, and the amount of funds requested for 2009-2010. This should take the form of a table

Budget Proposals Cont.

Example table:

Organization Name 9-900XX

Expense Code	Budget 2008-2009	Amount Used	Proposed 2009-2010
Honoraria 1200	100.00	94.00	100.00
Food & Produce 3030	50.00	46.00	50.00
Travel 4010	200.00	150.00	150.00
Special Events 4020	200.00	200.00	300.00
TOTAL	550.00	490.00	600.00

- Please indicate on the cover sheet of your budget proposal who should receive the budget and what email address it should be sent to
- You will have an opportunity to have a hearing for the purpose of realigning funds or explaining (further than your budget proposal) what additional funds are necessary. Though we listen to all appeals with a fair and open mind, you are not guaranteed to receive the funds you are arguing for
- There will be a more specific meeting expressly regarding budget proposals during the spring 2008 semester, typically a month before spring break. This meeting is mandatory in order to facilitate the process both for organizations and the committee. If you cannot attend, please send a representative in your place and be sure to contact the Central Treasurer
- You are welcome to come visit us during office hours or by appointment during the budget process

Contingency Requests

The SLUSAF Contingency Fund is a fund designed as a reserve account to help fund unforeseen expenses (such as a guest lecture, or special conference) for groups on campus. The Contingency Fund is designed to be a last resort for funding when all other attempts at fundraising have been exhausted.

So you need a Contingency Request?

- **Plan ahead!** It takes at least two consecutive Thelomathesian Society meetings to have a contingency request approved (**two weeks**), and approval is not guaranteed. Be sure to come before Thelmo with enough time to be approved and enough time to find alternative funding sources should your request not be approved
- **Second approval is mandatory.** Second approval may only be waived in cases of emergency not because of lack of planning. Please inform the committee in advance if you plan to ask the senate to waive your second approval
- You must submit a detailed proposal as an attachment in an e-mail to the SLUSAF Central Treasurer by **7:00 p.m. on the Saturday** prior to the Thelmo meeting the group would like to present at
- The Central Treasurer will send you confirmation that the request was received and inform you of your **meeting time with the Budget and Finance Committee.** This meeting is necessary to prepare you for your proposal before Thelmo
- According to the Thelomathesian Society constitution, not every proposal received is automatically approved to go before the senate. The Central Treasurer may deny a request to present to the senate three times (three weeks of meetings) before the issue goes before the Executive Board for a final decision
- Following that meeting, a final copy of the approved request must be sent to the Central Treasurer and VP of Senate Affairs by **5:00 p.m. Monday.** Any late requests will not be on that week's docket
- You must present your approved proposal at **Wednesday's Thelmo meeting** in the Hannon Room (3rd floor of the Student Center) at 7:00 p.m. Please **dress nicely, be prepared to answer questions, and be on time**

Contingency Requests cont.

What must a Contingency Request contain?

- **Organization/Club/Group/Individual(s)** requesting funds
- **Phone number** and **e-mail** for at least one representative
- **Cost** of event (include total cost and breakdown by items)
- Exact **sum requested** from Thelmo
- **Use of funds** - please address the following:
 - -Describe the event and its purpose
 - Mention the date or period of time for which the event is scheduled
 - Target audience or number of participants
 - Other organizations/groups/departments etc. involved
 - How you plan to advertise it
- Other **sources of funding** (mention amount and source, or any attempts made to get additional funding)
- (Optional) Any other comments that may support your proposal

Your proposal does not need to be in this format, but must contain all of the above information in an easy to read layout

Don't be intimidated

While submitting a contingency request may seem daunting, every step is designed to facilitate the process for the presenters and the senate. You may not receive the funds you request, but it doesn't hurt to try. We realize the hard work that goes into every proposal; any debate that occurs just shows you how seriously we take it too!

