



Treasurer's Manual

Your Guide to
SGA Finances

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Office Hours

VP of Finance 2007-2008

Brandon Parenteau

Tuesday: 2:45 – 4:15

Wednesday: 1 – 3

Thursday: 2:45 – 4:15

Friday: 1 – 3

Purpose of Treasurer's Manual

The purpose of the Treasurer's Manual is to answer many general questions relating to SGA finances. Please take a few minutes to read through it, and use it as a reference in the future when necessary. By no means will it be an all-inclusive "answer book," so don't hesitate to contact the VP of Finance whenever you have any questions.

Treasurer Responsibilities

What are my responsibilities as treasurer?

You have been elected to serve as manager of your organization's allocated funds. You are responsible to: develop a budget; process requests for payment and deposits; ensure adherence to the approved budget; maintain an accurate system of record-keeping; and act as a liaison between your organization and the SGA Vice-President of Finance regarding financial matters.

To whom am I accountable?

All SGA organizations are ultimately accountable to Messiah College. You are accountable to the SGA advisor, Rob Pepper; your organization's other officers and advisor; and the SGA Vice-President of Finance.

Budgets

Where does SGA get its funds?

Every full-time student pays a \$85.00 "Student Government Fee" each semester. These fees comprise the funds that SGA distributes.

Why do organizations have to create a budget?

A budget is a tool that helps your organization plan its future financial activities. Budgeting allows for greater equity among organizations when the total student activity fee is being allocated. Your budget will help you gauge your organizations financial standing throughout the semester, and will guide you as your organization makes expenditures.

How should my organization write its budget?

First, refer to the prior year's "Detailed Trial Balance". This will list every transaction that was processed in your account and will be a good reference. Look carefully at what was done in the past, but do not feel obligated to simply budget for the same activities. You are encouraged to make improvements and to be creative. Use the amount of money spent last year a gauge for an allocation this year.

When looking over the activities for which you are budgeting, consider whether they are meeting the criteria that SGA would like to promote. If 75% of your budgeted expenditures are for parties and socials, the budget will likely be cut. Consider what value your organization is giving to Messiah College and to the community.

Attempt to be as thorough and descriptive as possible when writing your budget. Explain what the money will be used for, and/or how you are calculating a particular amount of money for an activity. Do not forget to include costs such as transportation, publicity, etc.

If you plan to hold a fundraiser, list all estimated expenses involved, and anticipated income separately. Hopefully, these amounts will net to a positive amount! Note: Make a copy of your proposed budget before submitting it to the VP of Finance in a hard and email copy.

How does the SGA Finance Committee determine organization funding?

SGA funds are limited and, frequently, budget requests must be reduced in order to balance the SGA budget. While this is not an easy task, the Finance Committee looks at several factors when determining funding, including:

- Value to participants
- Adherence to college's and organization's objectives
- Past organization performance
- Value to college community

Is there a minimum semester allocation for each organization?

NO.

How will I know how much money my organization has been allocated?

The SGA budget must be balanced by the Finance Committee and approved by the Student Forum each semester. After this happens, a copy of your organization's approved budget will be sent to you.

What activities will SGA sponsor / not sponsor?

Typical reimbursable expenses include: pre-approved organization activities, refreshments, transportation costs, supplies, speaker expenses, etc. All items listed on your approved budget will be reimbursed after completion.

Budget items cut by the Finance Committee because of inadequate funds may still be held if the organization either 1) charges members for the activity, or 2) holds a fundraiser.

What happens if my organization exceeds its budgeted expenditures?

Reimbursement for expenses cannot exceed the amount that was approved in your organization's budget. Exceptions will be made if your organization's semester fundraising exceeds the amount projected in your budget. Other disciplinary actions may be enforced if your organization ends a semester with a negative balance. (See VP of Finance for more information)

What happens if my organization does not spend all its allocated funds?

At the end of the fall semester, your account balance will be applied to your spring budget request, therefore reducing your allocation from SGA. For example, an organization may be allocated \$500.00 in the fall, but spends only \$300.00 during that semester. If its spring budget request is again \$500.00, the fall's unspent \$200.00 will be applied to the spring and you will receive \$300.00 to satisfy the \$500.00 request.

Unless your organization has substantial and approved reasons to “roll-over” your account balance from one academic year to the next, funds will be forfeited. All excess money will be used to make large-item (capital) purchases for the good of SGA, as a whole – for example, computers.

Fundraising

Why fundraise?

Revenue from fundraising will allow your organization to sponsor additional activities and will most likely be available for roll-over at the end of the semester. Also, SGA is capable of funding a greater number of requests because of organizations' fundraisers. It is also important to fundraise because you are showing SGA that you are a responsible group and your allocation will be rewarded for that.

Does my organization have to fundraise?

No, however, it is encouraged, and will allow your club to hold more activities.

Must fundraisers be approved?

All campus fundraisers must be approved. Organizations must fill out a “Calendar Event Scheduling Form” to schedule a fundraiser. The form can be obtained from the Campus Events office, Student Program office, or the SGA Vice-President of Finance.

Schedule your fundraiser(s) as early as possible. If, during a given period, there is duplication of fundraisers among organizations, only the first organization's fundraiser request will be granted.

Record Keeping

What records am I required to keep?

It is your responsibility to maintain an accurate method of financial record keeping for you organization. You have received an Expenditures and Deposits sheet that should be used to record all organization expenses and deposits. Records should be maintained like a checkbook register, and reconciled when you receive the monthly detailed trial balance.

Will I receive financial reports from the college about my organization?

Every month, a copy of your organization's transaction, according to the Business Office, will be sent to you or my office. This "Detailed Trial Balance" should be used to verify your account and to detect any errors. Also, be sure to record direct college charges from the Bookstore, Post Office, Media Center, vehicle charges, etc.

The Vice-President of Finance will also send memos to you with information relevant to organization treasurers.

Can my organization open its own checking, savings, or CD accounts?

Under no circumstances may your organization open its own account(s). According to the Student Handbook:

"No student organization, whether associated with SGA or not, is allowed to have an off-campus account for checking, holding, or investing money."

Expenses

How can my organization spend its approved, budgeted money?

Organizations can spend their money in 2 ways:

1. Request for Payment Form
 2. Account Withdrawal Form
1. If students wish to pay for expenditures and then be reimbursed after the activity is held, present receipts to the VP of Finance with a completed Request for payment form. If the request is for under \$100 and after the VP of Finance signs the form you will take it to the business office and be given cash. If the request is for more than \$100 after the VP of Finance signs the request he/she will take the form down to the accounts payable office. A check will be issued by Messiah College and deducted from your organization's account. Requests for over \$100 need to be in my office by Friday at 1pm.
 2. You may contact the VP of Finance prior to the occurrence of a budgeted activity in order to get a cash advance. The advance will be written for no more than what is approved in your organization's budget. After the expenditures are made, you must return the receipts as proof of purchase, as well as deposit any remaining cash using a cash transmittal form.

NOTE: It is very important that you keep your receipts for yourself as proof of purchase!

How are transportation expenses paid?

College vehicles can be used for your organization's activities. See the College Receptionist to make arrangements. Use your SGA hospitality card to have the expense directly charged to your organization's account.

Current Mileage charges (which include gas expense) are:

Vans - \$0.62 per mile

Cars - \$0.42 per mile

What if my organization wants to request a large-item capital purchase?

If your organization has a request for a capital purchase, please notify the SGA Vice-President of Finance at any time during the year. Requests are prioritized at the end of the spring semester, and purchases are made based on the availability of funds during the summer.

Must my organization pay PA State Sales Tax?

All SGA organizations, as entities of Messiah College, are tax exempt. Present a copy of the tax-exempt form that may be pick up in the SGA office and present it when you pay to be exempt.

Messiah is notified of non-taxed purchases made using their exemption number. Do not abuse this privilege and make personal tax-exempt purchases!

Copy & Hospitality Cards

Who has an SGA copy or hospitality card?

Only organization treasurers and presidents will be given a hospitality or copy card.

What uses does my SGA copy and hospitality card have?

Hospitality cards can be used to make purchases in the Bookstore, Media Center, Post Office, College Press, and for college vehicle charges. Remember that charges are taken from your allocated money and must not exceed your organizations budget.

The copy card may be used to make copies on campus copier machines.

Hospitality and copy cards are meant to be a convenience to you, and not as a line of credit. Charges are only for organization costs. Don't abuse the hospitality card privilege!

How will I know how much is charged on my organization's card(s)?

When you receive your monthly updated Detailed Trial Balance, it will individually list all charges made on your organization's hospitality and copy card. Be sure all charges are legitimate, and record them in your organization's financial records.

Can I make a charge to my account without my hospitality card?

All college employees have been instructed not to allow any charging without a hospitality card. This is to ensure that the hospitality card system is not abused.

The Forms

Where can I get the various forms?

If you need any forms, you can ask anyone in the SGA office for them. They are on top of the VP of Finance's desk.

When and where can I get the Vice-President of Finance's signature?

Office hours are posted outside of the SGA office for the VP of Finance along with at the beginning of this document. You may also leave forms on the desk of the VP of Finance in the SGA office or with Cindy Secrest in the student programs office. Always allow at least 24 hours for a signature request to be completed if you do not personally meet with the VP of Finance during office hours. The VP of Finance will most likely mail the form back to you in campus mail unless otherwise noted.

When should I use a "Request for Payment" form?

When purchases have already been made and reimbursement is needed, fill out a Request for Payment form. Bring all original receipts to the VP of Finance along with the form to get it signed. His/her signature is needed on all requests before payment is issued. **YOUR FACULTY ADVISOR'S SIGNATURE IS NOT SUFFICIENT ON THIS FORM.** A photocopy of the payment request and subsequent receipts is recommended for you to keep track on your organization's finance.

If the Request for Payment is for under \$100, after you have the VP of Finance's signature, you will bring the form down to the business office and be given cash.

If the Request for Payment is for over \$100, after you have the VP of Finance's signature, he/she will bring the form down to the accounts payable office to have a check written. All requests for over \$100 need to be turned in by Friday at 1pm so that the check can be written on Monday.

When should I use a "Cash Transmittal" form?

Whenever your organization has cash or checks, ***immediately deposit*** them into your organization's account. Fill out a Cash Transmittal form, and personally take it along with the money to the Business Office. You will receive the carbon copy for your records after the transaction has been completed.

The VP of Finance's signature is not needed on the Cash Transmittal form.

When should I use a "SGA Organization Account Withdrawal" form?

When you would like to receive cash from your account to pay for expenses before you have receipts for them, contact the VP of Finance. He/she will fill out the SGA Organization Account Withdrawal form that you will take to the Business Office counter to receive cash. Receipts showing proof of purchase must be submitted to the VP of Finance within one week of the event. Any remaining cash must be deposited to your organization's account. Remember that cash advances are a privilege.

How should I transfer money from our account to another account or department on campus?

For this you will use a journal voucher from the VP of Finance. You will need account information for both accounts involved including the name and number of the accounts being affected.

If you want to receive money from an account on campus it is their job to fill out the journal voucher.