STUDENT SENATE
APPROPRIATIONS
BUDGET WORKSHOP

SPRING 2017

GENERAL CLUBS AND ORGANIZATIONS
Appropriations

Albion College Student Senate
Office: 4th Floor of the Kellogg Center
Email: senatecfo@albion.edu
Web: http://campus.albion.edu/studentsenate/appropriations-committee/

Campus Programs & Organizations
Office: 312 Kellogg Center
Phone: 517-629-0433
Email: tlhoward@albion.edu (Tracey Howard)
BUDGET FORMS

Forms Located on the Student Senate Website:
http://campus.albion.edu/studentsenate/appropriations-committee/

- SAF Guidelines
- Special Status Application Form
- Budget and Funding Request Packet (all four forms together)
  - Budget Cover Sheet
  - General Supply Form
  - Co-Sponsorship Request Form
  - Program Request Form
- Emergency Request
SPECIAL STATUS

• Any member organization that relies on attending or presenting one (1) major event/program to fulfill its mission statement shall be eligible for Special Status Organization recognition.

• To obtain or renew this status, the member organization shall fill out a Special Status Application form at the beginning of each semester to the Committee.

• Special Status Organizations are eligible to receive up to $3,500 per semester.

• Organization(s) may meet all requirements in applying for Special Status, but organizations still might be denied and/or may not receive full funding requested due to the following external factors:
  • The number of organizations applying for Special Status recognition.
  • The number of organizations requesting the maximum funding.
  • Low General Clubs & Organizations funding allotment.

• Deadline: **Sunday, January 29 at 11:59 PM**
GENERAL SUPPLY FORM

Supplies Include:

• PR
  • 1 line item, titled PR, will suffice as long as you explain how funds will be used
  • SAF does not fund off-campus PR
  • $200 limit per semester

• T-Shirts
  • Not to exceed the lesser of cost or $5.00
  • Documentation required to show per item cost, quantity, and shirt design
  • $200 limit per semester

• Office Supplies

• Other miscellaneous items that are not part of a program or event, but are vital to the mission of your organization
GENERAL SUPPLY FORM

Equipment

• Must support the mission of the Organization

• Must not be available for use elsewhere on Campus (College-owned equipment)

• Must be permanently stored on College property

• Single items costing more than $250 must be accompanied by a paragraph (minimum) explain why the equipment is necessary for the organization’s mission

• Limit $800
Events/Activities/Trips

• Programs are usually events comprised of multiple expenses
• Programs include campus-wide events, fundraisers, trips, conferences, formals, etc.
• Common items requested include registration fees, travel, lodging, etc.
• $1,000 limit per program for General Clubs and Organizations
PROGRAMES

Travel Reimbursement Requirements

• Flying and Rail Travel
  • Flight Itinerary showing amount paid

• Vehicles
  • Personal Vehicle use can be reimbursed at $.535 per mile
  • College Vans rate $.40 and organization will be billed for use
  • Enterprise vehicles reserved through CPO. Contact CPO and they will get rate info. After use organization will be billed for use.
CO-SPONSORSHIPS

• Two or more organizations may partner together to fund a single program/event
• Each organization requesting funding for the program/event must fill out the co-sponsorship form in their budget request
• The $1000 limit per event for an organization still applies, so two organizations together could fund up to $2000
• Cannot be used to purchase equipment
EXCLUSIONS

• Salaries/Wages/Honoraria
• Anything giving academic credit
• Non-Campus PR – except paper fliers
• Any item(s) for Pledging/Ritual Events
• Inter/National Dues
• Luxury Items or Gifts
• Alcohol or alcohol-related material(s)
• Donations
• See Art 3, Sec VI of the SAF Guidelines for full list
EXCLUSIONS

- Food and beverages may be funded if and only if it can be proven that:
  - Items are critical part of a cultural/educational program
  - Items are part of a contracted obligation for performances or professional services required for the presentation of a program

- Food to generate attendance will NOT be funded

- Meals during a trip will NOT be funded
BUDGET SUBMISSION

• Submit budget request packet via email to senatecfo@albion.edu
• All items must have accompanying documentation. You must show that items you are asking for actually cost that amount
• An organization’s unspent funds do not roll-over from semester to semester, you are only budgeting for Spring 2017
• Deadline for submitting budgets is Sunday, February 5 at 11:59 PM
• You will receive an email confirming that your budget has been received
• In extenuating circumstances the President or Treasurer of an organization may request a budget deadline extension.
  • Extension request deadline: Saturday, February 4 at 11:59 PM
  • If granted, new extension deadline: Tuesday, February 7 at 11:59 PM
APPROPRIATIONS COMMITTEE REVIEW

- Budgets will be reviewed by Appropriations in accordance with SAF Guidelines.
- Make sure supporting documentation is complete and be specific describing your budget requests. Missing information makes it more difficult to approve your requested items.
- Committee will do best to distribute available funds, not all funding requests will be able to be met at requested levels.
- Once Appropriations reviews budget packets, they are submitted to Student Senate for final approval.
- Senate will vote to approve budgets on **Monday, February 13**
- Organizations will be notified by **Friday, February 17**
EMERGENCY FUNDING

• Emergency funding is available if your organization experiences an event where immediate funding is needed and it can be shown that:
  • The item/event could not be budgeted for during the regular budget process, and
  • The item/event meets all SAF Guidelines

• Submit an Emergency Funding Request via email to the senatecfo@albion.edu

• Organizations may only request emergency funding once per semester

• All requests due by Sunday, April 16 at 11:59 PM
LINE ITEM CHANGES & VARIANCE REQUESTS

Line Item Change
- Money may be moved between existing line items by submitting a Line-Item Change Form
- You will not receive conformation, will be notified if there is a problem with the request

Request for Variance
- Money may be moved to a new line item, must provide written explanation why it was not included in original budget.
- You will not receive conformation, will be notified if there is a problem with the request
CAUTION

Unused Budget

- According to SAF Guidelines, organizations must spend at least 70% of their budget.
- If an organization fails to spend 70% of their budget they will receive a warning.
- If an organization fails to spend 70% of their budget for two consecutive semesters may be placed on probation and subject to limited funding or other actions.

Audits

- All organizations are subject to audit by the CFO and Appropriations Committee.
END OF SEMESTER

Deadline for all Requests

• Direct Pay Requests should be turned in throughout the semester when your expenses arise
• Do not hold all of your expenses until the end of the semester and turn them in all at once.
• Deadline for all expenses is **Sunday, April 23 at 11:59**
• If an organization has programs still going on after this date or receives billing / invoices after this date they may still be turned in. However, all other expenses need to be completed by **May 5**
GUIDE TO PURCHASING

• General Principles
  • All purchases using SAF money are tax exempt
    • This does not mean all student organization purchases are tax exempt, only the ones using SAF money
  • Not every sales person you encounter will know how to make a tax exempt sale, in some cases you may have to ask for a manager or go to the customer service desk for assistance
  • You will get cards with tax exempt information to carry with you
  • Each transaction must have a quote, contract or a receipt.
  • All receipts must show a financial transaction has occurred. Receipt must show amount paid in cash or by credit card, name/address of vendor as well as date the transaction occurred.
GUIDE TO PURCHASING

• Contracts
  • All contracts paid by SAF funds must be signed by Jerry White, Vice President for Administration and Finance if they are $500 or more. Contracts less than $500 must be signed by Tracey Howard, Assistant Dean of Program Development. Students cannot sign.
  • If you need a “fill in the blank” contract, please see the CPO office.
GUIDE TO PURCHASING

- Web Site Purchases
  - If a student within the group can utilize a personal credit card to make the purchase, you may do that and the student who made the purchase will be reimbursed.
  - Otherwise you can call the company, find telephone number on the site.
  - This is not an instantaneous purchase.
  - Talk with the representative, explain you don’t have a credit card to make a purchase, ask if they will take an institutional check. And ask what do you need to do to make that type of purchase
  - Explain you are tax exempt and supply the tax ID number
  - Ask for an official quote/invoice to be sent to you (electronically is good)
  - Ask for completed IRS W-9 form.
  - Complete Direct Pay for business/Vendor
  - Mail Check when it is written, upon receipt the Business will mail your items or make the service your purchasing available.
GUIDE TO PURCHASING

• IRS W-9
  • A completed IRS W-9 is needed from each company before we do business with them.
  • A completed IRS W-9 form allows the college to set the company up as a vendor with the college.
  • This also allows the college to report to the IRS at the end of a fiscal year any relevant tax transactions.
  • If a company is not willing to provide a completed IRS W-9, we cannot do business with that company/vendor.
  • IRS forms may be gotten from the IRS.gov website: https://www.irs.gov/pub/irs-pdf/fw9.pdf
GUIDE TO PURCHASING

• Hiring of Students
  • Student Organizations may not hire fellow students to provide a service or perform tasks for compensation. Students may not serve as the supervisors/employers of other students.
  • Therefore student organizations may not hire students to serve as event DJs, performers, photographers, van drivers or in any other similar capacity.
Five Types of Purchasing

• Request a check to pay for an upcoming expense/purchase payable to a company, vendor, or service provider
• Reimbursement to individual or organization for expenses/purchases made with personal or organizational funds.
• Reimbursement to individual for mileage expenses
• Internal Transfer to Pay Albion College Department for expenses
• Assisted purchases with College Credit Card
REQUEST A CHECK

1. Ask Company for Quote/Invoice/Contract
2. Indicate you are Tax Exempt
3. Ask for a Completed IRS W-9 Form
4. Complete Direct Pay Form For Business/Vendor*
5. Indicate any Special Handling Instructions
6. Print 1 Copy of completed Direct Pay Form
7. Attach documentation (quote, invoice, contract and W-9) and place into box outside Senate Office Room 444
8. CPO will notify the requester when check is ready for pick up.

*Direct Pay Form Instructions
1. Fill in vendor’s name and address, city/state/country
2. Leave Vendor/Employee/Student Number blank
3. Fill in Date
4. Fill in Student Organization Name
5. Fill in Name and email of Individual submitting request
6. Fill in Line number and name from your approved budget
7. Fill in Description of Purchase and Amount
<table>
<thead>
<tr>
<th>Line</th>
<th>Line Name</th>
<th>Description of Purchase</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Supplies: Gloves</td>
<td>Community Service Project, Victory Park Clean up on October 10</td>
<td>53.25</td>
</tr>
<tr>
<td>6</td>
<td>Supplies: Tools</td>
<td></td>
<td>212.5</td>
</tr>
<tr>
<td>7</td>
<td>Supplies: Cleaning</td>
<td></td>
<td>35.79</td>
</tr>
</tbody>
</table>

**Special Handling Instructions:** Hand-Typed Check, Return 2nd Copy of Direct Pay to CPO.

**Total Payment:** 301.54

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**Direct Pay Form Instructions**
1. Fill in vendor’s name and address
2. Leave Vendor/Employee/Student Number blank
3. Fill in Date
4. Fill in Student Organization Name
5. Fill in Name of Individual submitting request
6. Fill in Line number and name from your approved budget
7. Fill in Description of Purchase and amount
REIMBURSEMENT

1. Prior to purchase, indicate you are Tax Exempt.
2. Purchase Good/Services and get receipt
3. Person/Organization who made purchase gets reimbursed
4. Complete Direct Pay Reimbursement Form*
5. Indicate any Special Handling Instructions
6. Print 1 copy of completed Direct Pay Form
7. Attach receipt and place into box outside Senate Office Room 444
8. CPO will notify the requester when check is ready for pick up.

*Direct Pay Form Instructions
1. Fill in individual or organization getting reimbursed name and address, city/state/country
2. Fill in Student or Employee number, Organization leave blank
3. Fill in Date
4. Fill in Student Organization Name
5. Fill in Name and email of Individual submitting request
6. Fill in Line number and name from your approved budget
7. Fill in Description of Purchase and Amount
MILEAGE REIMBURSEMENT

1. Only individual who owns/drives the car may be reimbursed.
2. Mileage rate covers gas along with maintenance / operational costs
3. You may use actual odometer reading or google maps/map quest, but must attach a google map as well.
4. You may incur additional miles at destination
5. Complete Direct Pay Mileage Form*
6. Indicate any Special Handling Instructions
7. Print 1 Copy of completed Direct Pay Form
8. Attach google maps and place into box outside Senate Office Room 444
9. CPO will notify the requester when check is ready for pick up.

*Direct Pay Form Instructions
1. Fill in individual's name and address, city/state/country who is getting reimbursed.
2. Fill in Student or Employee number
3. Fill in Date
4. Fill in Student Organization Name
5. Fill in Name and email of Individual submitting request
6. Fill in Line number and name from your approved budget
7. Fill in Dates of Travel, destination, total miles and additional miles
8. Make any notes such as detail about additional miles
INTERNAL TRANSFER

College Bills and Payments to Departments

• College will generate white bills
  • These bills will be placed in mailboxes outside the CPO office
• If the transfer is going to a Department make sure you get the Departmental Budget number to transfer to.
  • Example: 10000-41410-72317-510
• Complete an Internal Transfer Form
• Print one copy and attach a copy of the bill being paid
• Place into box outside Senate Office Room 444

*Internal Transfer Form Instructions
1. Fill in Date
2. Fill in Student Organization name
3. Fill in Name of Individual making request
4. Fill in Line number from approved budget
5. Fill in amount of the transfer
6. Fill in Description of the purchase
7. Fill in Department Account number if transferring to Dept.
CREDIT CARD PURCHASE

Card Purchases

• If a group or a member of a group does not have financial means or if purchase is for a high priced item, assistance with purchase may be requested

• Items that qualify are train/bus tickets, admission to event or institution or large ticket item of equipment or supplies

• Purchaser in CPO has sole discretion to decide if a purchase can utilize the credit card

• At no time will credit card number or actual card be given to organization member

• Any unauthorized or unintended use of the Credit Card or the Credit Card purchase is subject to college judicial action

• To make a purchase, make an appointment with Purchaser (Tracey Howard) in CPO

• Please arrive at appointment with all information you need ready to make the purchase.

• Upon completion of purchase, complete the Credit Card Transaction form with the Purchaser in CPO
HELP WITH PURCHASING

Help with Purchasing

If you have questions regarding purchasing you can get assistance from:
Tracey Howard
Campus Programs and Organizations
Email: tlhoward@albion.edu
Phone: 517-629-0433