SBA Treasurer: Spring 2016

Leah Gonzales  
[leah.w.gonzales@gmail.com](mailto:leah.w.gonzales@gmail.com)

* Spring 2016: I will do reimbursements on Monday afternoon
  + PLEASE contact me through my personal email
  + Pending approval from Student and Diversity Services, the Business Office will process the request that Wednesday
  + It takes about 7 – 10 business days to complete the process
    - They will email the recipient once the reimbursement is complete and ready for pick up
  + After I approve it, I will send you and email, and give it to Student and Diversity Services. I am then done with the reimbursement form at that point. Any further questions about the status of a reimbursement, I will probably not be able to answer.
    - Reasons Student Services might deny reimbursements: not having your organization’s Constitution/Bylaws turned it and/or not having the event approved.
      * If you are unsure if you turned in these documents, contact Student and Diversity Services
  + For reimbursements, my job is: (1) to make sure the reimbursement forms are complete, and (2) to make sure that each organization has the appropriate funds in their SBA allotment accounts for each reimbursement
  + Be aware that all of the rules and intricacies of the “how-to” for the reimbursements are due to the auditing rules and I cannot change them
* Where student orgs get their money: (1) Dues account, (2) SBA allotment, and (3) any special accounts
  + (1) Dues account: This is personal to each organization, and up to each organization to put money in this account through collecting member dues
    - This account rolls over trimester to trimester
    - You can ask the Business Office for the updated amounts/SBA treasurer
  + (2) SBA allotment: You get this money each trimester from the SBA Budget Hearing
    - This account does not roll over from trimester to trimester – you must spend the entire allotment each trimester
    - You can ask the SBA treasurer for the updated amounts of this
  + (3) Special accounts: Not every organization will have this – ask your previous board
    - You will need to ask the Business Office about these accounts
* How to do a reimbursement
  + In general
    - 60 day time limit, from the day of purchase
      * The Business Office and SDS Office is VERY serious about this deadline this trimester
      * Plan accordingly, and please make sure things are done right the first time
      * They do not reimburse for interest on credit cards
    - You CAN staple everything together, but you can still use paperclips
    - Label every individual paper in case things get “un-paperclipped”
      * I usually put the recipient’s last name and org name on the bottom left hand corner
    - Keep your own copies
      * Scanned, picture, whatever you want – this is for your records in case something happens
    - No alcohol reimbursements – not even from your dues account
      * If there was an event that had alcohol, you must attach a declaration that says the organization did not contribute to the alcohol purchases
    - Each separate person being reimbursed needs an individual form
    - I will not fix the reimbursements for you – if you forgot something, you will have to print it off then attach it yourself
      * Remember, I only have time to do these once a week – so do it right the first time ☺
    - I was the treasurer for two organizations last year, so if you need any tips/advice, feel free to ask
* SOAR is a new program this year, so this is a testing trimester. Please bear with me as we test it this trimester. I am more than happy for feedback with the new program’s effectiveness.
  + Please remember that you have 14 days to turn in the appropriate receipts (see below for a detailed explanation of what receipts are allowed)
  + Even though we have SOAR, student organizations can still be reimbursed
  + IMPORTANT NOTE: you will have to fill out a W-9 form
* Reimbursements
  + Check Requests v. Petty Cash
    - Check request: over $50
    - Petty case: under $50
      * Keep in mind that the Business Office only reimburses petty case on Tuesdays and Fridays
  + #1: Organization full name
    - No acronyms
    - SBA = Student Bar Association
  + #2: Event Name
    - In order to get reimbursed for an event it had to have been previously approved through the Student Services Office (event approval form is online at: www.cwslsba.com)
    - If you are buying something incidental for an event (posters, office supplies, paper ware, etc.), still include the event name
    - If you are buying something incidental for your organization (something NOT for an event) write: “**N/A: General Supplies**”
  + #3: Event Date
    - Put full date
  + #4: Number Attended
    - You MUST include a roster if it is for an *event*, including incidental purchases (see #2), events where only two people show up, etc.
      * You do not need signatures, emails, etc., just the attendee’s names will suffice
      * You must include a roster even if you are asking for a reimbursement for the event from your dues account rather than your SBA allotment
      * The roster is for auditing purposes – it is okay if your whole org doesn’t show up to an event or if the expected attendance is far less than what you anticipated
      * If it is an event with another school/outside organization, just the names of the CWSL students will suffice, but you can include everyone’s names if it is easier
    - Incidental purchases NOT for an event, write: “**N/A: General Supplies Purchase**”
  + #5: Explanation
    - Event: Summarize what you did
      * If there was a specific payment situation (ie: “We agreed to pay $50,” “Sara paid $60 and Mark paid $40 of the $100, but we have one receipt”), please include that in the explanation
        + However, you MUST include a copy of the written communication that specifies a special payment situation
    - Incidental organization expense NOT related to an event: Write what you purchased, why you purchased it, and what you are planning on using it for
  + #6: Total amount requested
    - This number MUST match the number on the receipt, unless there is a different payment situation (see #6)
  + #7: From Dues Account Only
    - Please mark this only if you do not want to use your SBA allotment
  + #8: Payable to
    - The person being reimbursed
      * MUST be their legal name, not their nickname – once again, this is for auditing purposes
      * i.e.: T.J. = Turner Jay
  + #9: Payee’s email
    - Please use the email they will check, because it is the email that will be used to inform them of the status of the reimbursement
    - It does not have to be the CWSL email
  + #10: Receipts
    - Itemized receipts only
      * Itemized receipts from stores, will have the sufficient information
        + Sufficient information: specific items purchased, total, information about payment, authorization code, store information
      * Keep this in mind from certain food vendors, you must specifically ask for an itemized receipt
      * If you tip, and the tip is included on the non-itemized copy, that is okay, just include both receipts
    - If you do not get an itemized receipt:
      * Attach a copy of the itemized invoice
    - Receipts need to have an approval code
    - If you do not get a receipt with an approval code:
      * Attach a copy of the redacted bank statement, with the payee’s information, to show that they were they person that paid for it, and that the payment went through
    - If you are in doubt about a receipt containing the sufficient information, include a redacted bank statement
      * Vendors that usually do not have the authorization code: Chipotle, Staples, and hand written receipts
  + #11: Delivery instructions
    - It is usually less waiting time if you “hold for pickup,” but you don’t have to
  + #12: Request authorized by
    - The person being reimbursed cannot be the same person authorizing the approval
    - The person authorizing the approval can only the organization’s president or treasurer
      * If your organization is in a situation where there is not a president or treasurer available to approve the request, another executive board member can sign the receipt, however, you need to attach a separate statement explaining this
  + #13: Pay funds from
    - LEAVE THIS BLANK – do not write anything on there
    - If you want me to “roll over funds” between your SBA event allotments, please write that on a sticky note
  + Then, turn into the lock box in the SBA cubicle in the Student Organization room
    - Please do not drop off in the Student Services Office
* If there is a problem with reimbursements, I will email the email address listed on the form
  + The email will have what needs to be corrected
  + I will only email once
  + I will not fix the problem for you (i.e.: not completely filling it out)
  + I realize some of these rules seem silly, but they are the Business Office/auditing rules