SBA Treasurer: Spring 2016

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* 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