



SBC Annual Treasurer's Meeting

August 30, 2010

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sbc@swarthmore.edu



Before we begin...

- Are there any seniors here?
- If you are a senior, you **CANNOT** be a treasurer.
- If you are a senior, and you are here, then you should be a student group representative, and not a treasurer.



What is my purpose (as a treasurer)?

- Contact
- Liaison
- The person who may be penalized or fined if there is mismanagement in your groups finances.

Spending Money: Good Stuff to Know

When in doubt: **ASK FIRST**, spend later.
SBC does not fund retroactively.

- Receipts must have a date and cannot be an internet confirmation (among other things).
- We will **not** honor receipts from businesses that sell alcohol.
- Cash advance: receipts must be brought in within two weeks.
- Checks **will not** be sent through campus mail.

Spending Money: More Stuff to Know

- What are services?

- service | 'sɜrvɪs| noun the action of helping or doing work for someone

- You will need documentation (SSN/TIN/W-9), talk to me for more info.

- **Registration Fees** are considered services.

- Be wary, club sports (and other groups too).

- Payment for services take time (3-5 days).

- We do not pay for conferences. Consult the Dean's Office.

Other Do's & Don'ts



- Money cannot be transferred between subcodes without prior approval from the SBC
 - (e.g. Transportation money cannot be used for Group Supplies.)
- Transfers from outside departments **MUST** be CC'ed to sbc@swarthmore.edu
- If you have a photocopying funds, **USE THEM** at Office Services (Parrish 119). Ask me for your copy code.

Contact Information

- Please *do not* send SBC-related emails to my student Swarthmore account (nliang1) or to the SBC Gmail accounts (sbc0910 or sbc1011)
- **Please feel free** to contact me at:
 - sbc@swarthmore.edu
 - During office hours: x8348 or (610) 328-8348
 - Outside office hours: (808) 292-5246
 - No text messaging
 - “Once you think you need help, it’s time to ask for it.”



Office Hours (Fall Semester)

Clothier 213 (back of Upper Tarble)

Sunday 7:00 – 9:00PM

Wednesday 7:00 – 9:00PM

Thursday 7:00 – 9:00PM

“Think of it as **SWaT**.

It doesn’t get simpler than that.”

How To Read A Budget

SBC 2010-2011*

Detail Trial Balance

8/1/10 To 8/28/10

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8/28/10

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ID#	Date	Memo	Debit	Credit	Ending Balanc
2-3652		StuCo Photocopying			
		Beginning Balance:		\$30.00cr	
		Total:	\$0.00	\$0.00	\$30.00cr
.....					
2-3660		StuCo All-Campus Events			
		Beginning Balance:		\$800.00cr	
		Total:	\$0.00	\$0.00	\$800.00cr
.....					
2-3680		StuCo Seed Funding (NF)			
		Beginning Balance:		\$50.00cr	
		Total:	\$0.00	\$0.00	\$50.00cr
.....					
		Grand Total:	\$0.00	\$0.00	

How To Get More MONEY!

- **Sundays at Sharples Room 4, 5pm-7pm**
- Email sbc@swarthmore.edu to get on the agenda
- Write a proposal
 - Research prices
 - Complete request form: subcode-by-subcode breakdown of how much money is needed
 - Explain how money will be spent

How To Get More MONEY! (cont.)

Budget Proposal for the Association of Generic Students Emily Smith, Treasurer

Subcode	Initial Allocation	Current Balance	Requested Funds
3	\$25.00	\$5.00	\$20.00
8	\$0.00	\$0.00	\$30.00
10	\$20.00	\$0.00	\$20.00

Total Requested: \$70.00

Explanations

Subcode 3 – Group Supplies: We were allocated \$25.00 for supplies, of which we have spent \$20.00 on widgets, an important emblem of generic people. Since membership has exceeded our wildest expectations, we would like the additional funding to buy more widgets for use at our activities.

Subcode 8 – Transportation: As a consequence of our increased membership, we would like to take a field trip to Springfield, which has several sites important to generic people. We estimate it would cost \$30.00 to rent a Swarthmore College van to travel there.

Subcode 10 – All-Campus Events: We used the \$20.00 allocated for refreshments for our first all-campus meeting. We are asking for the additional funds for refreshments for a forum on generic issues that we would like to hold.

How To Get More MONEY! (cont.)

- Come to the meeting.
- Bring 12 copies of the proposal to your meeting.
- Email decisions to appeal to sbc@swarthmore.edu within 48 hours.
- *BONUS*
 - Come to the meeting on time.
 - Explore other funding options (academic and/or administrative departments, fund-raising, etc.)

Focused Funding Committees

- Forum for Free Speech (FFS) – Speakers!
- Social Affairs Committee (SAC) – Parties!
- Movie Committee (MC) – Movie Licenses!
- Drama Board – Dramatic Productions!
- Dance Forum – Dance Productions!

- List of contacts posted in Clothier 213
- Check <http://sccs.swarthmore.edu/sbc>



For More Information

- Contact me at sbc@swarthmore.edu
- Visit the SBC website at <http://sccs.swarthmore.edu/sbc>
- Follow SBC at <http://twitter.com/swatSBC>
- Within reason, ask your predecessor (or my predecessor)