

Treasurer's Handbook

2011 – 2012 Edition

Swarthmore College
Student Budget Committee

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Dear Treasurer,

Congratulations on your new job! In accepting the position of treasurer for your chartered group, you have taken on a lot of responsibility; at the same time you will also be able to help guide your group's growth and development. Treasurers are an essential part of the backbone of every group, as funding and coordinating with the Student Budget Office and Committee is essential to getting things done. You are now the Student Budget Office's official contact person for your group and are responsible for every transaction made with the group's funds. As treasurers you empower your group to make your collective ideas come to life with the resources of the College; you inform them on what they can and cannot spend the group's budget on; and you are also the point of accountability for misspent funds or other mistakes, so you can end up facing fines if your group goes over budget.

This manual has been written to assist you in your job. It gives you information on many of the tasks that you perform as treasurer, including getting reimbursed for purchases and requesting additional funds. The Student Budget Committee and the SBC Office staff are committed to helping your group enrich campus life.

Whenever you wish to check your budget, or if questions arise during the year, feel free to contact us at sbc@swarthmore.edu or x8348. If you prefer doing things in person, drop by the SBC Office in Clothier 213 during our office hours. You may also be able to find the answer to your questions by visiting our website, <http://www.sccs.swarthmore.edu/org/sbc/>.

Best regards,

Amelia Mitter-Burke
Student Budget Committee Chairperson
&
Nancy Haro
Student Budget Committee Manager

I. The Budget Office and the Budget Committee

The Student Budget Office is located in Clothier 213, behind Upper Tarble. Office hours change from semester to semester, but current times may be found on the SBC website: <http://www.sccs.swarthmore.edu/org/sbc/>. The phone extension for the office is x8348 and the email address is sbc@swarthmore.edu. Feel free to contact us with any questions through any of those means. Please do not contact any of the Student Budget Office employees at their personal extensions or email addresses.

Student Budget Committee's funds come from the Student Activities Fee that all Swarthmore students must pay along with tuition. Funds from the SAF are used to provide the student body with the opportunity to participate in clubs, movie showings, parties, and other activities. The Student Budget Chairperson, Manager, and three Assistant Managers maintain the Student Budget Office. While the Chairperson, Manager, and Assistant Managers are the people with whom you will interact most frequently, they do not make any funding decisions. All decisions about funding are made by the Student Budget Committee, a committee of eight students appointed by Student Council. The Student Budget Office's purpose is to oversee the dispensation of monies that SBC has allocated to campus groups and help groups access the money they have received from SBC.

Student Budget Committee

- Makes decisions regarding any change in your group's budget
- 8 member voting committee, chaired by SBC Chair
- You will present proposals to get funds for your group to SBC

Student Budget Office

- Dispenses funds as decided by SBC
- Run by SBC Manager and 3 Assistant Managers
- You will print receipts and other forms to access funding and get reimbursed at the Office

II. Your Budget

To get a current summary of your group's budget you can obtain a budget printout from the Student Budget Office. A printout can be requested via email to sbc@swarthmore.edu or in person during office hours. A budget printout details all transactions and current balances by subcode. **Note that a number is positive only if there is a small *cr* printed next to it.** Otherwise the number is negative, reflecting a balance that your group owes to the Student Budget Office.

All budgets kept by the Student Budget Office are divided into subcodes. Each subcode is a discrete spending category containing funds for a specific purpose. **Money may not be transferred between subcodes without prior approval of the Student Budget Committee.** A full list of subcodes can be found in Appendix B.

III. Getting Money

There are five primary ways to obtain funding:

1. Make a proposal at Spring Budgeting
2. Get a supplemental allocation from SBC
3. Apply to a focused funding committee (e.g. FFS, SAC, Movie Committee, Drama Board, Dance Forum)
4. Obtain funds from an administrative or academic department
5. Raise funds for your group independently.

Each option is discussed in more detail below. Only groups with funded charters may apply for funding directly from SBC, either at Spring Budgeting or during the remainder of the year. If you do not represent such a group you must make a proposal to one of the focused funding committees, find a group with a funded charter willing to work with you on your project, or found a group and get chartered by Student Council's Charter Committee.

PLEASE NOTE: SBC does not fund retroactively. In other words, you may NOT spend money and *then* ask for SBC to reimburse you. You must already have the money in your budget to spend it. If you enter into a binding agreement before you have funding, that agreement will not be honored and any penalties will remain your responsibility.

1. Spring Budgeting

Nearly all of the funds available for use each year are allocated at Spring Budgeting. At Spring Budgeting, SBC members hear proposals from every chartered group and allocate SAA funds based on the merit of the proposal. The Student Budget Office will notify all groups of the appropriate deadlines for Spring Budgeting applications. **Organizations who fail to attend Spring Budgeting without reason will have their total allocations halved when they do show up to ask for funding.**

***IMPORTANT NOTE:** This year, Student Council's Rollover Initiative will begin, which will include multiple changes for the SBC, but mostly importantly for treasurers, **all funds allocated at Spring Budgeting have an expiration date. Each subcode in your group's budget has a date by which it must be spent, and after this date, the money will be moved back into the pool of funds used for supplemental allocations.** This increases the responsibility of treasurers. We will not notify groups when their money is going to move back into Unrestricted Funds, it is up to you to keep track of this date. If your group's plans change, you have two chances per year to modify the spend by date, so there is flexibility when needed. Spend by dates must be reasonable though, you cannot simply change your dates to the end of the year. But without prior notification there can be no exceptions made about these dates. If you keep in touch with the SBC Office and watch your budget, this should be no problem, but again, it requires additional attention from each treasurer.

It is also the first year that it will be implemented so we will appreciate both your patience as we learn the new system (and we will also strive to be patient with you!) and your feedback, as we tweak it for years to come.

2. Supplemental Allocations from SBC

While SBC allocates most of the available funds from the Student Activities Account during Spring Budgeting, discretionary funds are retained in order to provide additional funding to groups during the school year when new projects and costs arise. **Supplemental allocations are made at the SBC's regular Sunday meetings from 5 to 6:30 pm in Sharples Room 4. SBC considers only those supplemental allocations that do not fall under the purview of one of the standing focused funding committees.** If a group is unsure about whether it will spend the money it's asking for during spring budgeting, we strongly encourage waiting until the next year and then applying for supplemental funding.

To make a proposal for a supplemental allocation from SBC, you must first get on the agenda for the next meeting by contacting the Student Budget Office. Once your group is on the Committee's agenda, you must put together a proposal. It is strongly recommended that you work with the Student Budget Office in drawing up this proposal. **As of October 2010, SBC has moved towards a standardized, online proposal form accessible via the SBC website.** The SBC manager will review your proposal once submitted and return the proposal with comments.

Proposals

These proposals mandatorily include a subcode-by-subcode breakdown of how much money your group is asking for and a brief explanation of your reasons for requesting more funding. The proposal must also include further details on how you plan to spend the money (book titles, specific supplies, etc.), reasons why your group needs additional funding and a subcode-by-subcode breakdown of your current budget (how much you were allocated at the beginning of the year, how much is remaining, etc.). A proposal with an unclear breakdown of costs has a very slim chance of being approved by the Budget Committee. This is annoying for everyone involved – SBC does not like to turn groups away, and groups do not like to get denied funding – so taking the time to write a careful, accurate proposal makes a big difference.

Vague Proposals (likely to be delayed/denied)

Subcode 03, Group Supplies:

\$50.00 Art materials, for making art during our Art Week later this year.

or

Subcode 08, Transportation:

\$150.00 for tolls and gas to the Fall Tournament.

SBC will very likely ask you to come back next week with a more detailed proposal or else they will deny you funding.

New and Improved!

So save time and energy, and propose more carefully like this the first time:

Subcode 03, Group Supplies:

\$44.00 Art materials, for making art during our Art Week from March 12 – March 19.

\$10.00 2 packs of colored pencils at \$4.99/pack

\$22.69 3 rolls of paper at \$7.53/pack

\$11.12 4 containers of glitter at \$2.78/pack

or

Subcode 08, Transportation:

\$150 for tolls and gas for the Fall Tournament at University of Delaware (33 miles away) on October 17th and 18th.

\$30.00 tolls

\$70.00 gas (based on current prices and mileage and distance needed to travel)

\$50.00 van rental

(*numbers are made up for this example...)

These details are necessary to be approved for funding. Take advantage of the assistance of the Student Budget Office and work with us ahead of time to prepare a sound proposal to avoid these issues. We are here to help you!

Day of Your Proposal

Please bring 13S copies of your proposal to the SBC meeting. At the meeting, SBC members will read and discuss your proposal, so be prepared to answer any questions they may have. Again this is a time where being vague or confused about the details of your event will slow down the funding process. Talk to all the necessary contacts beforehand, bring notes and think thorough the proposal before the meeting. There are 8 voting members of SBC (7 appointed by Student Council and one of the Student Council Student Groups Advisor) and a proposal needs the

majority number of votes to pass. The Chairperson, Manager and Assistant Managers do not vote, except in the case of a tie, in which case the Chairperson will break it. Once the Student Budget Committee has made its decision, you may access any money the Committee has allocated like any other funds. Note that even having a perfect presentation does not guarantee you will get funding, as that depends largely on the total funding available and the precedents set by similar proposals. If you do not like the decision SBC makes you can appeal it, **to appeal a decision, you must e-mail your desire to appeal to the Student Council Student Groups Advisor within 48 hours of the committee's decision.**

3. Focused Funding Committees

Focused funding committees receive a large block of funds from SBC at Spring Budgeting and are then charged with disbursing these funds to students throughout the year. The focused funding committees are Dance Forum (dance), Drama Board (dramatic and some musical productions), Forum for Free Speech (speakers), Movie Committee (movie showings) and SAC (social events). Additionally, Olde Club is not a Focused Funding group, but you can contact Olde Club about funding a musical performance as well. To obtain funding for one of these purposes you should apply to the appropriate FFC. If your application is approved, you will be able to obtain SAA funds for your project. If you have questions about FFCs in general or need contact information for any of them, contact the Student Budget Office. **If you wish to appeal a decision, you must e-mail your desire to appeal to sbc@swarthmore.edu within 48 hours of the committee's decision.**

4. Academic and Administrative Departments

Academic and administrative departments are often willing to sponsor lectures relevant to their missions organized by students. If you are interested in funding from a department, you should contact the department directly. If your group receives funding from an academic or administrative department and you wish to access these funds through the Student Budget Office, you must transfer these funds to your group's account. **To do this, the department providing funds must email Nancy Sheppard, nsheppa1@swarthmore.edu, with the amount, the purpose of the transfer, the Student Budget Office's account number (#5126) and the name of your group. This email MUST be CC'ed to the Student Budget Office at sbc@swarthmore.edu.** Without this email, the transfer cannot be completed, and your group will not be credited with the funds. Please inform the members of your group about cc'ing the SBC on Department transfer emails if the treasurer is not directly planning this event.

5. Fund-Raising

You may deposit any money your group obtains through various fund-raisers into your account at the Student Budget Office. To deposit money, either in the form of cash or a check, bring the money to the Student Budget Office and fill out a "Credit or Deposit" form. Any money deposited this way is put into the Income subcode, which your group has substantially more freedom to spend out of than regular subcodes. See the SAA rules on subcodes for more details.

Emergency Requests

The preferred method of acquiring funding throughout the year is through proposals for supplementary allocations. However, SBC may defer their decision to award a group funds (e.g. due to an unclear breakdown of costs), and time considerations may necessitate an online vote.

Online votes may also be requested for emergency situations. For example, if a group unexpectedly encounters a need to purchase supplies for an event held before Saturday, the treasurer may email the SBC manager with the date of the event, the request (specifically, the subcode to which funds must be transferred), the current balance in that subcode, an explanation of the request, the breakdown of costs, and an explanation of why the request was not made at a previous meeting.

The Student Budget Committee will review these considerations and send their decisions via email. Online votes must be unanimous in order to pass. Like any other proposal, funds may not be spent unless the manager confirms that the vote has passed, thus if a committee member does not vote before the date of the event, the vote necessarily falls. **If you wish to appeal a decision, you must email groupsadvisor@swarthmore.edu immediately.**

IV. Spending Money

All money must be spent in accordance with Student Activities Account regulations, found in Section VIII of this handbook. **Under NO circumstances does the Budget Committee fund retroactively. Please note that before you sign ANY contract you should bring that contract into the Student Budget Office for the staff to review.** Any consequences or penalties within the contract are the group's responsibility unless otherwise predetermined by the Student Budget Office.

There are two basic types of purchases your group can make: payments for goods and payments for services. All expenditures require filling out the appropriate forms, which can be obtained in the Student Budget Office during normal office hours and must be signed by your group's treasurer. The only exception to this is a student time slip. Copies of the forms used by the Budget Office can be found in Appendix D. Please note that for all forms you will need your group's account number, found in Appendix A, and the subcodes that you are drawing money from, found in Appendix B. **Please note: If you need a check in the amount of \$500 or more, it first needs to be processed by the Business Office. Please allow for up to 3 business days to receive it.**

NOTE: As of the 2011-2012 academic year all budget group budgets must have a detailed time frame of when expenses will occur. All expenses must be made by expected date, though groups are granted two extensions. Any funds not spent by the end of that time period will expire and move back into the Unrestricted fund, where the SBC can re-allocate the funds accordingly.

Paying for Goods

There are two methods to access your budgeted funds to pay for goods. In both cases the Budget Office issues a check for the amount spent.

The first is to pay for your purchases out of pocket and then bring receipts, using the "Request for Payment" form. Such transactions generally form the bulk of an organization's dealings with the Budget Office. Receipts must be itemized with the name of the product and date of the item purchased. **As of the 2008-2009 academic year, Internet confirmations do not count as acceptable receipts for any product except plane tickets.** See Section VIII for more details as to receipt guidelines.

The second option is to request a cash advance using the "Request for Payment" form. We will then write a check to the specified individual in advance of receiving receipts. The individual accepting the cash advance, usually the treasurer, is required to bring in receipts for the full amount **within two weeks of the date the cash advance is issued.** If the receipts do not cover the full amount, this individual must make up the difference via cash or check. **If receipts are not brought in, the Student Budget Manager has the right to bill the person who accepted the check for the full amount of the cash advance.**

In both cases, all receipts you submit must be validated and checked by a Student Budget Office employee before the transaction can be processed. Receipts must follow guidelines laid out in the SAA rules (Section VIII of this handbook) in order to be valid.

Checks will not be sent through campus mail and must be picked up in person in the Student Budget Office. You must come into the office to fill out these forms; do NOT drop forms off during non-office hours, as the office staff may have questions about the transactions or receipts.

Paying for Services

Student Labor

All payments for Student Labor must come out of the Student Labor subcode and paid through SEO guidelines. All students to be paid out of your group's funds must confirm that they are hired at the beginning of the year with correct forms submitted to the SEO and direct deposit set up before they begin working. Time sheets should be completed in a timely manner. **Unless otherwise noted, all SBC-paid workers are paid on salary**, so timesheets must reflect the amount stated on the student's employee contract. Additional hours worked must be noted in the comments section of the time sheet. The paycheck will be transferred via direct deposit once every two weeks.

Outside Services

In order to pay for outside services, such as outside labor (off-campus performers, trainers, DJs, and REGISTRATION FEES) and/or equipment rentals, you must fill out a "Request for Payment" form.

You must provide a contract with the name of the worker, date of invoice, a short description of services provided, and the expected fee. See Appendix E for a sample services contract. In addition, you **MUST** give information necessary for tax purposes. For paying individuals, this is their home address and Social Security Number. For paying incorporated companies, this is the company's address, Tax ID number, and corporate status. A post office box is not a home address, though checks can be mailed to one. We **CANNOT** process a paycheck until we have this information.

Once we have the necessary information, we will deduct the proper amount from your account and send the request to the Business Office. **The Business Office takes five working days to process a check**, at which point the check can be picked up at the Business Office (which is located on the bottom floor of Pearson) or mailed to a designated address.

Again, please note that as of the 2008-2009 academic year, registration fees must also be processed as services!

V: SAC Funding

To access funds that SAC has allocated to you or your group, come to the Student Budget Office during normal office hours. Note that it often takes a few days after the SAC meeting for all of the paperwork to be processed and your funds available.

Any money you receive cannot be used to purchase alcohol. You cannot purchase anything at any establishment that sells alcohol. **This is strictly enforced.**

All receipts and/or unused funds must be returned to the Student Budget Office no later than two weeks after the date you received the advance, unless you have made arrangements with the Budget Office. You will be notified if you are delinquent in this respect, but you will only be notified once. If, after you are notified, you do not bring in receipts or unused funds or contact the office, the full amount of the advance will be added to your college bill and cannot be removed, even if you bring in the receipts later.

Only receipts dated after SAC approved your proposal and up to the day of the event will be accepted. In other words, do not try to turn in receipts you have scrounged up from friends after the party. Receipts must include the name and contact information of the business at which the purchase was made, the date of purchase, the form of payment, and an itemized list of the products purchased including a description of each item and the amount. All receipts must be handed in together.

The following rules will govern all receipts submitted:

- For purchases made at stores where an itemized list is not automatically produced, you must request a handwritten itemized list signed by a store employee and attached to a receipt or business card. Credit card receipts that are not itemized will not be accepted.
- Receipts must contain only items purchased for the party and will be approved on an all or nothing basis. Blacking out items on a receipt will invalidate the entire receipt.
- All items appearing on a receipt submitted for a party must also appear on the party proposal. Unplanned minor substitutions will be accepted (e.g. coke to root beer) but major substitutions will not (e.g. soda to streamers). Major substitutions may be made if (A) a new proposal is made to SAC and approved at least one day before any of the new items are purchased or (B) the new items are shown to and approved by a SAC liaison prior to the beginning of the party. A receipt alone is insufficient to obtain approval for a substitution.
- Durable goods will be reimbursed only when the good is delivered to the Budget Office. SBC will hold the good until SAC claims it.
- Purchases must be made with cash, check, credit or debit card. If a coupon or other form of rebate is applied to the purchase, that amount will be deducted from the amount that can be reimbursed from the receipt but will not count against the amount allocated to the event.
- The total value of all receipts submitted must not exceed the amount allocated by SAC plus 10%.
- All receipts for a single event must be turned in during one visit to the Budget Office. Receipts and time slips for a party must be turned in within two weeks of the date of the party. Fall, Thanksgiving, and Spring Breaks will not count towards this two-week limit.
- Receipts must be dated after SAC approves funding and no more than 14 days before the event. They must be dated no later than the day on which the party begins.

If you plan to use an on-campus DJ for an all-campus party, you do not pay her or him directly. The DJ must submit a timesheet online. **Please confirm that your DJ has the correct forms submitted to the SEO and direct deposit set up before s/he works.** If you plan to use an off-campus DJ for an all-campus party, you **must** have her or him give you a contract **in advance** stating the amount of payment, date of the event, and any specific terms of agreement. **A copy of this contract must be given to the SBC Manager before a check can be issued.** This will serve as your receipt and will serve as protection for you, the college, and the hired individual. Any professional DJ or musicians will be used to dealing with this sort of thing and will probably have contract of their own to use.

VI: Van Rules and Regulations

Vans are reserved on a first-come-first-serve basis by contacting the van coordinator via e-mail at vanreq@swarthmore.edu or in writing.

Prerequisites for Rental

1. The party renting the van must locate an authorized driver before processing a request. Authorized drivers must have passed a road test administered by Public Safety.
2. All drivers must sign or have a signed liability form on record with the van coordinator.
3. The following information must be provided through e-mail or on a request form: the name of the authorized driver, the email address and telephone extension of the driver, the name of the organization or department renting the van, the date and time when the van is needed, the date and time when the van will be returned, the purpose of the trip, and the destination.

Reservations Procedure

1. Reservations must be made in writing or via email. The required information must be sent by email to vanreq@swarthmore.edu or submitted through a van request form (available on the wall outside the Student Budget Office). NO reservations will be accepted over the phone.
2. Reservations should be made at least 5 days before the van is needed. Requests made less than five days before the van is needed may or may not be honored and may be assessed a late penalty of \$5.00.
3. Vans are available on a first-come-first-serve basis. Reservations should be made as far in advance as possible. The van coordinator is not responsible if a van is not available due to earlier requests.

Processing Requests

1. Written requests and e-mail requests will be collected and checked once a day by the van coordinator. Requests with information missing will not be honored.
2. Reservations will be confirmed if and only if vans are available for the requested date and time and if all drivers on the request are authorized by Public Safety.
3. If a van is available, an email will be sent to the driver(s) confirming the reservation. All requests should be processed within three days.
4. Once a reservation is confirmed, all drivers must read the van rules/regulations, sign a liability form (if they have not done so earlier in the current academic year), and return it to the van coordinator (in the INBOX on the wall outside Clothier 213) **at least 24 hours before the van is needed**. If a driver has previously submitted a liability form, it is their responsibility to ensure that the form is still on file.
5. The authorization form (a separate form) will then be placed in the designated receptacle (PICKUP box) outside of Clothier 213 at least 24 hours before the van is needed. Drivers must pick up this form in order to obtain the keys from Ben West. The form also serves as documentation of mileage driven, and must be returned to the van coordinator after using the van.
6. Please note that under certain circumstances even if you have a confirmed van reservation, you may not be able to take out a van. The most common circumstance where this may happen is when the Evening Shuttle van breaks down. In this case, Public Safety has the right to commandeer one of the Student Council Vans for use as a temporary Evening Shuttle. The Van Coordinator will make every effort to find another van, but if none exists then you will not be able to take out a van.

Using the Van

1. Keys will be available for pick-up from Ben West at the reserved date and time. A valid Swarthmore ID, or Public Safety approved alternative (such as a key ID) is necessary to obtain the keys. No keys may be picked up more than an hour before to the reserved time noted on the authorization form. Vans are parked next to the Field House. Only the designated drivers whose names appear on the forms may drive the van. **Drivers must take the initial odometer reading.**
2. After the trip, vans must be parked in its original location and **keys must be returned to Ben West by the designated time.** The mileage driven must be recorded on the form and the form must be returned to the van coordinator. Please return keys on time as other groups may also have reserved the van.
3. **As of 2010-2011, the gas tank is at least completely full** and the van must be in a clean condition when returned. Gas money can be reimbursed out of chartered groups' transportation budgets. All other organizations, or individuals, including administrative and academic departments, will not be reimbursed for gas money and other van expenses.

Failure to abide by these rules may result in fines.

ALL DRIVERS MUST READ AND UNDERSTAND THE FOLLOWING:

Before Using the Van

- All drivers must have been van certified. Drivers may not allow unauthorized students to drive.
- The authorized driver must have a signed liability form on record with the van coordinator.
- Record the odometer reading on the van request slip, and report all visible damages to the van. Failure to record the odometer readings, both before and after using the van, will result in your group being billed for the maximum mileage allowed (see below).
- Failure to report the damages before using the van means that the driver assumes responsibility for any damages to the van found later.
- If there is any fault, note it on the van request slip and it will be dealt with when the form is returned to the van coordinator after use of the vans.

When Using the Van

- No more than 10 passengers, including the driver, are allowed in the vans at any time.
- Operation of the vans under the influence of alcohol or any impairing drugs is strictly prohibited. Violators will not be covered under the school's insurance and will be subjected to penalties imposed by Student council and/or the College Judiciary Committee.
- Operation of the vans without a valid driver's license is strictly prohibited. Violators will not be covered under the school's insurance and may be subject to penalties.
- Smoking is not permitted in the vans.
- Drive in a manner appropriate for the prevailing weather conditions and never exceed a safe speed given current road conditions.
- **If at all possible, try to avoid backing up the vans. Backing up the vans is difficult and dangerous. The VAST majority of all van accidents happen while backing up.**
- If you must back up one of the vans, have another passenger go the very back seat and look out the window to help you guide the van.
- If no one else is in the van, you must get out of the van and look behind it yourself prior to backing up. This may not help you avoid hitting moving people or cars, but it will prevent you from running into stationary objects. If an accident results after a rule violation, you will be held responsible for any damages to the van.

After Using the Vans

- After using a van, the driver must park the van in the parking lot between the Field House and the Barn, record the odometer reading, clean the interior of the van of any trash, and lock all doors.
- The keys must be returned to Ben West immediately, and the van authorization form returned to the van coordinator.
- If any damage to the van was incurred, it should be reported to the van coordinator at this time.

Maximum Mileage Allowed on Trips

- The maximum mileage allowed on one way trips is 150 miles.
- The maximum mileage allowed on round trips is 300 miles.

Insurance and Liability

- Student Council pays for insurance for all the Student Council vans. There is a \$500 deductible on the van insurance. In the event of an accident caused by a Swarthmore student driver, the driver is responsible for the first \$200 in damages. Student Council will pay a further \$300 of damages if and only if the driver has followed all applicable rules and regulations. On rented vans, the deductible may be higher than \$500. In this case, the driver is responsible for any charges above \$500 up to the amount of the deductible.
- If a student driver is involved in an accident, s/he must report it to Public Safety immediately, and obtain the name, address, license number and the name and address of the insurance company of the other driver involved in the accident.

- The driver must inform the van coordinator of the accident and file a report with campus security.
- The van coordinator must inform the Student Budget Manager of the accident and damages.
- If the damage is due to circumstances beyond driver's negligence, such as alcohol or drug use by the driver, the driver was not in possession of a valid driver's license, or if the damage is due to illegal use of vehicles, the driver and/or organization renting the vehicle will be held responsible for up to the full cost of repairs, and will be subject to penalty imposed by the College Judiciary Committee.

Billing

- A total billing statement will be sent to the driver and/or organization every semester; fees are based on mileage driven (reported on the authorization form when the keys are returned) and any damages reported/found.
- A check made out to Swarthmore College should be sent to the van coordinator. For groups that receive transportation funding from the Student Activities Fund, a transaction form with name of group, transportation subcode, and the statement "transfer to another account" should be sent to Budget Committee, acknowledging the amount of the rental that is funded.
- **The cost of using the van is \$0.45 per mile for non-funded groups and \$0.20 for funded groups. The minimum charge for weekdays is \$2.00 for funded groups and \$5.00 for non-funded groups. The minimum charge for weekends is \$4.00 for funded groups and \$10.00 for non-funded groups.**
- Any group that rents the van overnight or for more than 12 hours between Friday and Sunday (not including Sunday night) will be charged for a minimum of 100 miles for every night they keep the van.
- Funded groups can be reimbursed for gas and tolls by submitting relevant receipts; under no circumstances will costs due to violations of traffic law be reimbursed.
- Fees that remain unpaid one week after the due date will be increased by 10%, and a 10% per week increase of the total amount will continue until the bill is paid in full. If the bill remains unpaid for more than six weeks, the renter will be subject to penalty imposed by the College Judiciary Committee.

Formal System of Complaints

- Any complaints about the performance of the van coordinator should be directed to the email address vanreq@swarthmore.edu under the subject heading 'complaint.'
- If the van coordinator does not respond appropriately, notify the Student Budget Manager.

Trouble Shooting

- In case of any major problems while on a trip, call Swarthmore Public Safety at (610) 328-8000.

Fines

All fines are paid out of the driver's pocket (NOT from student group or department budgets), and go into the van coordinator's income account.

- \$5 for failure to lock the van
- \$5 for late reservations (made less than 24 hours prior to use).
- \$10 for failure to fill out the entire rental form, especially the recording of both the starting and ending odometer readings.
- \$10 if a reservation is accepted and the group fails to uphold this agreement.
- \$10 for each bounced check.
- \$25 if gas tank is not at least 1/4 full upon return.
- \$25 for failure to clean the interior of the van.
- \$25 if the vehicle and keys are returned late and hence affects other people's use of the van.
- \$25 if the keys are lost.

- \$25 if the driver or group receives a traffic violation ticket and fails to pay it.

VII. Frequently Asked Questions

Am I (the treasurer) responsible for everything my group does?

YES. For everything involving the Student Budget Office, you are responsible for your group. If there are any problems related to your group, you will be the first one we contact. If there are negative balances in your group's account, you will be the one whose student account gets billed. If there is mismanagement of your group's finances, you will be the one who is penalized, fined, or both.

Why can't the treasurer be a senior?

It is impossible for the Student Budget Office to completely close its books for the year before graduation, and the Student Budget Office needs to have someone to consult with, and, if necessary, bill if any irregularities crop up in your organization's accounts.

Is it necessary to notify the Budget Office if my group changes treasurers?

ABSOLUTELY. The treasurer is the only contact person we have for an organization, and we need a contact person for dealing with negative balances, Spring Budgeting, and the like. Furthermore, the treasurer is the person who is billed for negative balances. **It is IMPERATIVE that you notify the Budget Office IMMEDIATELY after you change treasurers.**

Can my organization have multiple treasurers?

No, although the treasurer may designate up to two other individuals who are authorized to sign off on transactions. However, the treasurer is still held responsible for any and all transactions.

How does my organization change treasurers?

At the beginning of the year, all treasurers for all organizations must sign a new "SAF Organization Treasurer Statement," so if your organization has changed treasurers as part the transition between academic years, the only action necessary is for the new treasurer to sign the Treasurer Statement at the beginning of the year. To change treasurers during the school year, the incoming treasurer must obtain and sign a Treasurer Statement form, available in the Budget Office.

What is retroactive funding and why don't you fund retroactively?

Retroactive funding is funding granted after the money has been spent. The spending is dated from when the purchase was made, not from when you brought the receipts into the office. Remember, receipts must have a date to be valid. The Budget Committee does not fund retroactively because it provides an incentive to just spend as much money as the group wants with the expectation that Budget Committee will feel obliged to fund them for the amount. The rule against retroactive funding is the oldest and most rigorously enforced rule of the Budget Committee.

I have money from SAC. Why can't you give it to me?

We need SAC to give us their funding form telling us how much money they have given you, what date it was given, and other information. Normally these forms are given to the Budget Office immediately after SAC's meetings, but sometimes circumstances intervene and we do not receive these forms. If you have SAC money, but we don't have the SAC form, you need to speak to the SAC treasurer (whose name the Budget Office has) about clearing the matter up. Also, please note that SAC has a two week limit on its funding for parties. You have two weeks from the date of the event to claim your funding. Any unused monies at the end of this period will be credited back to SAC, and you will not be able to access them for reimbursement of expenses.

I have an idea for an event. Where can I go for money?

Are you organizing this as a part of,
or in connection with, a chartered group?

YES

NO

What type of event are you
planning?

Consider co-sponsoring with a chartered group
IF STILL NOT
Apply to the RollOver Initiative Fund
Amelia Mitter-Burke, '11-'12

FILM SCREENING

Contact **Movie Committee**
Natalia Cote Munoz, '11-'12

PARTY

Contact **Social Affairs Committee-SAC**
Joe Maiorana and Angela Meng, '11 - '12

PARLOR PARTY

**PLAY
OR DRAMATIC PRODUCTION**

Contact **Drama Board**
Kari Olman, '11-'12

**CONCERT
OR POETRY**

or

Contact **Olde Club**
Nate Cohan and Tayarisha Poe, '11 - '12

**LECTURER, POET
OR OTHER SPOKEN WORD**

Contact **Forum for Free Speech-FFS**
Elowyn Corby, '11 - '12

**NEW THEMED WEEK
OR TOURNAMENT
OR WORKSHOP
FOR CHARTERED GROUP**

Contact **Student Budget Committee-SBC**
for Supplemental Funding
Amelia Mitter-Burke, '11-'12

* For all these types of events **also contact Academic Departments, Dean's Offices and the President's Office for additional funding.** This will *increase* your chances with the above committees! Combining funding sources is the way to make your event happen.

Why does it take so long to get checks for outside performers, trainers, etc.?

Paying people for services rendered involves obtaining and processing tax information that the Student Budget Office is not set up to handle. Consequently, paying outside persons for labor involves utilizing the services of the College's Business Office, which has a slower turn-around time on checks (5 days) than the Budget Office does.

Can you campus mail me that check?

Except under extreme circumstances, no. In the past, some large checks have gotten lost in campus mail, and, consequently, we are very reluctant to send checks through campus mail.

Other Questions

Is there a photocopier on campus that my group can use and have the cost deducted from my budget?

The photocopier in Office Services is available for use by student groups. In order to use this copier, you need your group's copy code, which you can get from the Student Budget Office. Please note that the Office Services staff does not have your group's copy code on file, and cannot give it to you. If a member of your group knows this code and makes copies without your knowledge, you will be responsible for the charge. Furthermore, Office Services has no idea what your group's photocopying budget is, and you will still be able to use your copy code to make copies even if you do not have the money in your budget. It is therefore possible and very easy to overspend without knowing it. If this happens, you, as the treasurer, are responsible for making up the difference.

Does every contract have to be pre-approved by the Budget Office?

Yes. By signing a contract, you are legally obligating the College, and specifically the Student Budget Office, to abide by the terms of the contract. Given that, we must see any contract before it is signed.

Can I just keep blank forms and drop them off during non-office hours?

No. We need you to be in the office when we are processing forms because we may have questions regarding transactions. Forms slipped under the door during non-office hours will not be processed.

VIII. General Rules Regarding Student Activities Account Funds

1. Structural and Procedural Requirements
 - A. In order to access any funding, each organization must have a current treasurer on file with the Student Budget Office.
 - a. Unless the elected Secretary of Student Council or acting in their capacity as a direct employee of the Student Budget Committee, the treasurer must be a freshman, sophomore, or junior currently enrolled at Swarthmore College.
 - b. The treasurer may not study abroad during the duration of his/her term.
 - c. The treasurer is personally responsible for all of the organization's expenditures and can be subjected to fines and/or charges by the Student Budget Office for overdrawing an account and/or subcode or allowing monies to be spent in a way that violates legal statutes or these rules.
 - d. The treasurer must keep records of his/her organization's spending and pass those records to the next treasurer.
 - e. The treasurer is responsible for drafting and presenting any proposals (including Spring Budgeting proposals) to SBC.
 - B. When an organization overdraws an account or subcode, no further transactions can be made until the account is brought to balance or other arrangements are made with SBC.
 - C. **Money must be spent for the purpose for which it was allocated in accordance with the current SBC subcode definitions. Money cannot be transferred between subcodes w/o the prior approval of SBC.**
2. General Spending Regulations
 - A. SBC does not fund retroactively.
 - B. SAA funds cannot be used to financially support a political party or candidate for public office or for direct donations to religious establishments or charities except out of the Income subcode.
 - C. All expenditures must comply with local, state, and federal laws.
 - D. Money cannot be spent on the purchase of alcohol, tobacco, or any similarly controlled substance.
 - E. Payments to students for services must be made in accordance with SEO Guidelines.
 - F. Fraud or attempts at fraud are immediate grounds for individual fines, legal and/or College Judiciary charges, and the indefinite freezing of an organization's budget.
 - G. **SAA money is not available for spending on conference costs except out of the Income subcode. Such funding is handled by the Dean's office.**
 - H. Unless funded by SBC as a Group Event, all events using SAA money must be open to the entire student body and a good faith effort must be made to publicize each event. Group Events may be limited to group members
 - I. Treasurers not directly employed by the Student Budget Committee may not access or spend funds during breaks, except from the income subcode. Pre-approval is required for all transactions.
 - J. No contracts can be entered into without prior approval by the Student Budget Office.
 - K. **All transactions or reimbursements (excepting some paychecks) must be documented with receipts.**
 - L. **Receipts must be itemized and state the date and name of the place where the purchase was made. NOTE: Internet confirmations are no longer acceptable receipts for any item other than plane tickets. You must bring in the invoice shipped with a good in order for it to be a valid receipt.**
 - M. **Dates on receipts must be after the date when funding for the expense was approved**
 - N. Altering receipts or providing false receipts constitutes fraud.
 - O. **All transactions and spending for each year must be completed by the final day of classes in the Spring semester. No transactions can take place prior to the start of classes in the Fall semester.**
 - P. All unspent funds, excepting those in the Income account, are consolidated back into the larger SBC General Fund at the end of each academic year.
 - Q. **Any group that holds a charter during and fails to appear for Spring Budgeting will have whatever funding it subsequently receives reduced by half.**
 - R. SAC Funding: Rules & Regulations shall be treated as an extension of these rules for allocated funds.
 - S. All checks cut in the SBC Office for \$500.00 or more must be countersigned in the Business Office.
 - T. Any check made out to the SBC Manager must be countersigned by the Business Office.

IX. Bylaws of the Student Budget Committee

1 October 2010

1. **Two-thirds of members including the Manager will constitute quorum.**
 - A. Membership is open to the entire student body. Seven members are appointed by Student Council in addition to the Student Groups Advisor, who will also serve on SBC.
 - B. Becoming a member of SBC immediately terminates and **disqualifies one from being treasurer** of any organization that might receive SBC funding.
2. **All voting will take the form YES-NO-ABSTAIN, with a motion requiring an affirmative majority of members not abstaining in order to pass. All motions must be seconded in order to be considered for a vote. Bottom-up voting will be used to determine among multiple funding motions.**
 - A. In the event of a tie between YES and NO, the Chairperson will break the tie. This is the only time when the Chairperson will have a vote.
 - B. It is expected that any member who feels his/her objectivity in a matter is compromised will recuse him/herself from any voting and general discussion on that matter.
 - C. An allocation to any one group during any one meeting must also be approved by Student Council if the total approved by SBC exceeds 1% of the total Student Activities Fee income for that year.
 - D. An allocation presented on behalf of the SBC Manager for the SBC Budget must also be approved by Student Council. This provision is intended to provide a means of reasonable supervision and control to ensure accountability and deter irresponsible allocations.
3. All meetings where budgets are to be considered are open to the public.
 - A. Minutes of all meetings where budgets are to be considered will be kept and made available to the public.
4. **A member missing three meetings without extenuating circumstances provides grounds for SBC to ask that member to resign. Additional absences provide grounds to seek the removal of that member through Student Council. Two latenesses will be considered as one absence.**
5. **SBC will host Spring Budgeting during the Spring semester of each year.** At the end of each Fall semester, SBC will present a recommendation to Student Council for the Student Activities Fee for the next year.
 - A. During Spring Budgeting, SBC will ensure that a Contingency fund containing a total of 5% of the following year's Student Activities Fee income is set aside from the General Allocation.
 - B. During Spring Budgeting, SBC will set aside appropriate funding to cover unexpected and new expenses during the following year.
 - C. Any group that holds a charter during and fails to appear for Spring Budgeting will have whatever funding it subsequently receives reduced by half.
6. **SBC will hire a Manager and support staff to manage the Student Budget Office, oversee accounts, and maintain programs and capital equipment.**
 - A. Hiring will take place in the spring after Spring Budgeting. Each position is open to the entire student body.
 - B. The Manager will enforce the SAA rules and set the agenda for each SBC meeting.
 - a. The Manager has the authority levy fines and/or freeze a group's budget in order to enforce the SAA rules, although such decisions can be appealed to SBC.
7. **These bylaws and rules regarding Student Activities Account expenditures can be altered, excepted, or removed by a two-thirds affirmative vote** of all members present at a meeting.
8. **SBC does not fund retroactively.**
9. Appeals
 - A. Pending revisions and/or clarifications of proposals for funding, SBC reserves the right to defer decisions until the following meeting.
 - B. Appeals of any decision of the SBC committee can be presented to Student Council at its next meeting. A notice of appeal must be presented to the Student Groups Advisor within two days of when the decision was made.
 - a. Appeals of any decision made by an SBC subcommittee may be presented to SBC at its next meeting. A notice to appeal must be presented to SBC and the subcommittee that made the decision within two days of when the decision was made.
 - b. Appeals of any decision made by the SBC manager may be presented to SBC at its next meeting. A notice to appeal must be presented to SBC within two days of when the decision was made.

Appendix A: Group Accounting Numbers '11 – '12

2-0100	ABLLE	2-3050	Queer Issues Symposium
2-0150	ADOORE	2-3100	Queer-Straight Alliance (QSA)
2-0200	Aerobics Club	2-3150	Rattech
2-0250	Aikido Club	2-3200	Rhythm N Motion
2-0300	Boy Meets Tractor	2-3250	Ruach
2-0350	Buddhist Community	2-3300	Rugby – Men's
2-0400	Capoeira/Dance Forum	2-3350	Rugby – Women's
2-0450	Chabad	2-3400	Russian Club
2-0500	Chaverim	2-3450	Salsa con Sabor
2-0550	Chess Club	2-3500	Sew Swatties
2-0600	Chester Youth Court Volunteers	2-3550	Sexual Health Counselors (SHC)
2-0650	Club Despertar	2-3600	Sixteen Feet
2-0700	Coalition for a Free Haiti	2-3650	Small Craft Warnings
2-0750	College Democrats	2-3700	Social Affairs Committee (SAC)
2-0800	Croquet Club	2-3750	Sound Machine
2-0850	Daily Gazette	2-3800	Spike Magazine
2-0900	Dare 2 Soar	2-3850	Student Budget Committee (SBC)
2-0950	Deshi	2-3900	Student Council
2-1000	Drama Board	2-3950	Students for a Democratic Society (SDS)
2-1050	Earthlust	2-4000	Students of Caribbean Ancestry (SOCA)
2-1100	Enlace	2-4050	Swarthmore Animal Advocates
2-1150	Environmental Justice	2-4100	Swarthmore Asian Organization (SAO)
2-1200	Essence of Soul	2-4150	Swarthmore Chinese Society
2-1250	Fencing Club	2-4200	Swarthmore Christian Fellowship (SCF)
2-1300	Folk Dance	2-4250	Swarthmore Consulting
2-1350	Forum for Free Speech (FFS)	2-4300	Swarthmore Equestrian Association (SEA)
2-1400	Friends of Taiwan (FOT)	2-4350	Swarthmore Organization for Israel (SOFI)
2-1450	German Club	2-4400	Swarthmore Labor Action Project (SLAP)
2-1500	Global Health Forum (GHF)	2-4450	Swarthmore Ping-Pong Club (SPPC)
2-1550	Global Neighbors	2-4500	Swarthmore Pre-Health Society (SPHS)
2-1600	Good Food Project	2-4550	Swarthmore Progressive Christians (SPC)
2-1650	Grapevine	2-4600	Swarthmore Queer Union (SQU)
2-1700	Green Advisors	2-4650	Swarthmore Quidditch
2-1750	Halcyon	2-4700	Swarthmore Tango Club
2-1800	HAN	2-4750	Swat. African-American Students Society (SASS)
2-1850	International Club	2-4800	Swat. College Computer Society (SCCS)
2-1900	Kef	2-4850	Swat. Women of Color Collective (SWoCC)
2-1950	Kitao Gallery	2-4900	Swat Cambodia
2-2000	Knitwits	2-4950	Swat Circus
2-2050	Ladies Soiree Society (LaSS)	2-5000	Swat Feminists
2-2100	Learning for Life (LAL)	2-5050	Swat Squash Club
2-2150	Management Club	2-5100	Swat STAND
2-2200	Mariachi Club	2-5150	Swing Club
2-2250	Martial Arts Club	2-5200	Ultimate Frisbee – Men's
2-2300	Men's Club Soccer	2-5250	Ultimate Frisbee – Women's
2-2350	Middle Eastern Cultural Society (MECS)	2-5300	Van Coordinator
2-2400	Mixed Company	2-5350	Vertigo-go
2-2450	Mock Trial	2-5400	Volleyball – Men's
2-2500	Motherpuckers	2-5450	Women's Resource Center (WRC)
2-2550	Movie Committee	2-5500	WSRN
2-2600	MULTI	2-5550	Rosary Prayer Group
2-2650	Night Café		
2-2700	Noumenon		
2-2750	Olde Club		
2-2800	Our Art Spoken in Soul (O.A.S.I.S)		
2-2850	Outsiders		
2-2900	Phoenix		
2-2950	Psi Phi		
2-3000	Quakers on Campus		

Appendix B: Subcodes in Brief

01 Income	For groups to deposit funds generated from fundraising activities; this account rolls over annually and may be used for any purpose meeting SBC's general spending regulations.
02 Photocopying	To cover photocopying costs using a copy code or for reimbursement of expenses incurred at an office services provider.
03 Group Supplies	For all physical supplies; supplies are the property of the student body. Books and periodicals must be stored so as to be available to the entire campus (e.g. in a library).
04 Individual Supplies	To provide financial assistance for the purchase of items necessary to participate in an organization. Terms of assistance must be provided in the budget proposal and approved by SBC; once purchased, supplies are the property of the individual students.
05 Registration Fees	Covers the costs of admission/registration fees to off-campus facilities/events and membership fees to organizations.
06 Services	Covers costs for services such as hotel stays, repair/maintenance jobs, coach salaries, publishing, etc.
07 Student Labor	Used to pay students for services in accordance with SEO guidelines; funds in this subcode must be allocated based on a number of hours worked.
08 Transportation	To cover transportation costs such as SEPTA fare, gas, tolls, and rental costs. <i>SBC will not pay for costs associated with the use of a personal vehicle.</i>
10 All-Campus Events	For costs associated with small-scale all-campus events, including refreshments, equipment rentals, activity supplies, honoraria, etc.
11 Group Events	For costs associated with events limited to group members that would otherwise be covered by the All-Campus Events subcode. Not available to closed groups. Cap of \$250 will be imposed as of 2011-2012
21 Dramatic Events	For use by DRAMA BOARD for all expenses for dramatic events.
22 Entertainment	For use by SAC for all expenses for non-formal entertainment.
23 Performers	For use by OLDE CLUB to bring off-campus performers to campus.
25 Yearbook Rollover	For use by the HALCYON to hold funds rolled over from the previous year.
29 Committed	For use by FFS, MC, and SAC to hold funds already allocated to events.
30s Special Projects	Covers costs associated with a specific special project as defined in your budget proposal and pre-approved by SBC. A single special project may not combine food or grocery expenses and other expenses (honoraria, rentals, etc.); projects that incur expenses in both categories must be budgeted as two distinct special projects.
49 Negative Balance	Negative balances from the previous year appear in this subcode – a group with a balance cannot access current funds until that balance is paid and cannot use current funds to pay the balance.

Appendix C: Sample Supplementary Allocations Proposal

Note: This is a form for your convenience only. Proposals for supplementary allocations must be made through the SBC website.

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.

Appendix D: Sample Budget Proposal

Note: This is a form for your convenience only. Proposals for budgeting must be made through the SBC website.

Budget Proposal for <insert group name>

<insert treasurer's name>, Treasurer
<insert contact name>, Fall 2010 Contact

SUMMARY OF 2010 – 2011 BUDGET REQUEST

Subcode Number and Name	Initial Allocation For 09-10	Supplemental SBC Allocations	Current Balance	Requested Funds	Actual Allocation
02: Photocopying	\$25.00		\$2.67	N/A	
03: Group Supplies	\$20.00		\$0.00	\$20.00	
06: Services	\$250.00	\$250.00	\$0.00	\$500.00	
30: Aspects of Adequacy Symposium	\$480.00		\$480.00	\$480.00	
TOTALS	\$775.00	\$250.00	\$482.67	\$1025.00	

GROUP INFORMATION

Total Number of Members in Group (approx)

TOTAL 25

Of that number, how many participate in all or most of your group's activities?

ALL/MOST 10

How many participate in some of your group's activities?

SOME 15

About how many non-members participate in your regular activities?

NON-MEMB. 10

How much time, per week, do your most active members spend on group activities?

MOST ACTIVE 15

How much time, per week, does your average member spend on group activities?

AVERAGE 5

In brief, can you describe what the regular activities of your group are?

<We exist to provide generic support for students who are undergoing generic difficulties in their time at Swarthmore. We meet weekly to discuss some of the generic problems that we face, as well as look for generic solutions. We also use our weekly meetings to organize generic, larger events that are open to and publicized to the entire campus. These larger events generally draw over 100 Swatties each.>

EXPLANATIONS OF REQUESTS

Subcode 03: GROUP-OWNED SUPPLIES

\$20 requested

Our generic group requires a number of generic supplies in order to effectively serve the needs of our generic members. We are requesting \$20 for a pitch pipe so that when our generic students spontaneously break out into song, generics with perfect pitch do not keel over in pain.

Spend by: 9/15/13

Subcode 05: SERVICES

\$500 requested

Each semester, we host a workshop. The workshop meets on three consecutive Saturdays, and generic instructors speak to generic people in order to help them understand generic issues. The instructor fee for one workshop series is \$250. This workshop in the fall this year was such a success that we came to SBC to ask for more money to do a second one in the spring. We would like to continue having a workshop each semester, so we have proposed for two workshops for next year.

Spend by: 11/5/12

Subcode 30: ASPECTS OF ADEQUACY SYMPOSIUM

\$480 requested

At the end of April, we will host our annual Aspects of Adequacy symposium, in which we host several other Generic Organizations from other schools in a competition for who can blend in the best. Awards are provided for least-motivational speaker as well as for other categories. While FFS provides funding for the speakers at the symposium, we have traditionally received some funding from SBC as well. Watching the competition is open to the entire campus. Last year the symposium drew 150 Swatties for the speak-off and 100 delegates from other schools.

Symposium publicity (Glossy prints at Main Line Print Shop)	\$30
Photocopying for delegate information packets: (30 pages each, 100 delegates, \$0.07 / copy)	\$210
Transportation to and from airport for delegates: (20 van trips at 20 miles per trip at \$0.20 per mile) (30 gallons of gas at \$2.30 per gallon)	\$165
Trophies for Most Generic Delegates	\$75
TOTAL COST OF SYMPOSIUM	\$480

Spend by: 4/11/13

Appendix E: Sample Forms

SBC OFFICE

REQUEST FOR PAYMENT

Check #: _____	Receipts: \$ _____
	Cash: \$ _____

Date: _____

Payee: _____

Address: _____

(not required for students, employees, or departments)

Payee Account Number (if applicable): _____

College Employee: YES NO

Payment Method: CHECK TRANSFER

Cash advance for: _____

Advances must be accounted for within 14 days of the date above. Unpaid balances will be billed to your college account.

Reimbursement of expenditures made on behalf of a student group. Attach all documentation. May not be used for services.

Description: _____

For an individual or business providing services. Address must appear above. Attach any documentation.

Description: _____

Social Security Number: _____ (Individual: 123-45-6789)

OR

Tax ID Number: _____ (Business: 12-3456789)

Corporate Status: Incorporated Not Incorporated

OR

Country: _____ (Individual without SSN)

If check is not to be mailed to the address above, it will be picked up in the Business Office by: _____

Account & Subcode: _____ Amount: _____

Account & Subcode: _____ Amount: _____

Account & Subcode: _____ Amount: _____

Account & Subcode: _____ Amount: _____

Account & Subcode: _____ Amount: _____

Account & Subcode: _____ Amount: _____

TOTAL AMOUNT: _____

Treasurer's Signature

Student Group

SBC OFFICE

CREDIT OR DEPOSIT

Date: _____

Payment Method: CASH/CHECK TRANSFER

	Cash: \$ _____
	Check: \$ _____

Money deposit from: _____

Transfer from: _____ Account Number: _____

For: _____

Account & Subcode: _____ Amount: _____

Account & Subcode: _____ Amount: _____

Account & Subcode: _____ Amount: _____

Account & Subcode: _____ Amount: _____

Account & Subcode: _____ Amount: _____

Account & Subcode: _____ Amount: _____

TOTAL AMOUNT: _____

Treasurer's Signature

Student Group

Treasurer Statement

As treasurer of the organization named below, which is a chartered group that receives Student Activities Account money, I agree to and accept the following:

1. I have read and agree to abide by the rules regarding Student Activities Account funds.
2. I accept personal responsibility for the funds allocated to my organization.
3. I may be charged for any outstanding balance on my group's accounts.
4. I may be charged additional fines beyond any outstanding balance for poor management of my group's funds as determined by the Student Budget Committee Manager.
5. I will be a freshman, sophomore, or junior enrolled at Swarthmore College for the duration of my term, or I am required to serve as treasurer to fulfill my duties as Secretary of Student Council or as an SBC employee.
6. I remain responsible as treasurer of the group named below until another individual completes a treasurer's statement with the intent to replace me.
7. All transactions are subject to the approval of the Student Budget Committee and the Student Budget Manager.
8. The Student Budget Committee Manager or Assistant Managers can approve transactions for my organization without my knowledge in unusual circumstances. I will be notified if any such transactions are made.

In addition, I have read and can be held responsible for the guidelines and rules outlined in the Treasurer's Handbook. I understand that any attempts at fraud are illegal and will be persecuted by the College Judiciary Committee. I agree to maintain accurate records of the finances of my organization and to truthfully represent my organization in matters coming before the Student Budget Committee.

(Treasurer's Signature)

(Print Name)

(Group Name)

(Date)

(Phone Number)

(Email)

OFFICE USE ONLY
<i>Entered into database?</i>
<i>Entered into mailing list?</i>

Authorization for Non-Treasurer's Account Access

As treasurer of the organization named below, I authorize the signatories to access funds from my organization's accounts for the duration of my term as treasurer. I will not be notified by the Student Budget Committee Office of each transaction and I will still be held responsible for my group's budget.

Group Name

AUTHORIZATION I

Treasurer's Signature

Date

Print Name

Signature of Authorized Individual

Date

Print Name

AUTHORIZATION II

Treasurer's Signature

Date

Print Name

Signature of Authorized Individual

Date

Print Name

**Student Budget Committee Office
Swarthmore College
Services Contract**

Name: _____

Social Security Number/Tax Identification Number _____

Address: _____

City: _____

State: _____

Zip Code: _____

Date: _____

I, _____ (name), have agreed to _____
_____ (services provided) at Swarthmore College on
_____ (date). The SBC funded portion of my payment is as follows:

(detailed breakdown of costs)

I understand that in order to be reimbursed for my expenses, I must submit a copy of my W-9 form/Tax Identification Number. No payments will be processed prior to the receipt of this contract. Processing of payment requests by the business office may take up to five days after the submission of this contract.

Signature

Date