Treasurer’s Summit

Sept 3, 2014
Check Requests

- When do I use a check request?
  - Purchases
  - Transfers
  - Reimbursements
  - Deposits
  - Cash Advance
- Example on Website
Check Requests

• No check under $10 will be processed
• Must have event evaluation filled out (Google form on Senate page under “Budget”)
• Last four digits of account number will change
  • Expenses/Withdraws -6799
  • Fundraising/Deposits -4810
• Include student ID number on all requests
• W-9 form needed for any check to an organization
Check Requests

- Drop off either in RSO office or Campus Life Office
- Deposits – bring to Campus Life Office or directly to Student Accounts, do not put in the Student Leadership Office
- 2-week turn around on checks
Policy Changes

• No RSO shall spend more than $12.80 per article of clothing, or more than 50% of their total budget (if initially allocated $200 or less) on the entire order.
  • a. Whichever amount is the lower of the two shall be applied according to each individual RSO.
  • b. The amount in either case does not include shipping and handling costs.

For all food purchases…

• No RSO shall spend more than 40% of their budget on food.
  • a. Exceptions may be filed.
  • each person to attend the meeting/event must be written down
Policy Changes

• Section V: Fundraising and Donations: The Sean Briggs Memorial Bylaw
  • A. RSO fundraisers must be approved by the Campus Life Office through a Permission to Raise Funds form.
  • B. In the event of a fundraiser, only profits made on top of the start-up cost may be sent to a non-profit organization.
    • 1. In the event that a fundraiser is planned using funds from Aquinas College, all college funds must be paid back prior to the donation being made. Only net profit can be donated.
    • 2. All advertisements must indicate that only net proceeds will be given to the desired charity. Any other wording shall be considered misleading.
  • C. An RSO with unspent fundraised monies will retain those into the next fiscal year.
  • D. If a RSO is inactive for two years any fundraised money will return to the unallocated account.
  • E. No donations can be made to political parties or candidates.
  • F. Fundraised money cannot be used to purchase alcoholic beverages, tobacco, or illegal drugs without exception.
  • G. In the event of a violation of one or more of the aforementioned fundraising stipulations, the RSO must appear before the Campus Life Council and be held accountable as deemed appropriate by this body. The Budget Director(s) of the Student Senate will present the case against them as pertains to the violated bylaw(s) in question.
Campus Life Credit Card

- All RSO’s have access to the Campus Life Credit Card
  - Can request via Budget Webpage
  - 24 hour notice
- Benefits:
  - No out-of-pocket costs to be reimbursed
  - Membership discounts to Sam’s Club & Costco
Unallocated Account Requests

- Must fill out form on Senate website in order to meet with Budget Committee
- Submit requests as early as possible
- <$1000 – only present to Budget Committee
- >$1000 – present to RSO Committee (Every other Wednesday at 3:00)
- Adviser must be present for allocations over $1000
- Please make presentations as thorough as possible
Submit Allocation Request

Present to Budget Committee

Present to RSO Assembly (Meets every other Wednesday at 3:00 pm)

Subject to review by Senate e-Board

Over $1000

Under $1000

APPROVED! (May not be entire amount requested)

Collaborate with other RSO’s or resubmit more complete request

VETO

Denied
• Check Request Forms (Reimbursements)
• Event Evaluations
• Additional Allocation Request
• Permission to Raise Funds Application
• Gift Cards
• [http://www.aquinas.edu/students/senate.html](http://www.aquinas.edu/students/senate.html)
  • All forms on the Student Senate Webpage under “Budget” link
• Feel free to email senatebudget@aquinas.edu if you have any questions.
• Or visit us in the Moose during our office hours
  • Tuesday 3:00-5:00pm (Ian)
  • Wednesday 11:30am-1:30pm (Darcee)