

# CLUB LEADERS INFORMATION SESSION FALL 2009



Office of the Treasurer, Student Union Government  
[www.thetreasurer.org](http://www.thetreasurer.org)

# Finance Board



- ▣ Treasurer Position (ex-officio): Daniel Acheampong 11'
- ▣ Finance Board Chair: Akash Vadalia 12'
- ▣ Appointed Position: Abigail Katznelson 11'
- ▣ Racial Minority Rep: Jingyi Qi 10'
- ▣ Elected Members:
  - Julia Cohen 10'
  - Makensley Lordeus '11
  - Gabriel W. Nemzow '12

# Office of the Treasurer



- ▣ Treasurer: **Daniel Acheampong 11'**
- ▣ Assistant Treasurers
  - Exec. Asst. Treasurer: **Esther Yi 11'**  
**Julia Cohen 10'**
  - Chiefs of Information and Tech. : **Makensley Lordeus 10'**  
**Jingyi Qi 10'**
  - Senior Assistant Treasurers: **Darren Sandler 11'**
  - New Assistant Treasurer: **Sara Enan 11'**  
**Akash Vadalia 11'**  
**Shirel Guez 12'**

# Clubs & Organizations



- Student Union
- Recognized vs. Chartered
  - ▣ Funding from the Finance Board
- Secured
  - ▣ Earlier budget
  - ▣ Finance Board Liaison
  - ▣ Baseline amount

# Accounts



## □ 2 TYPES

### ▣ Finance Board Allocations Fund (SAF)

- Only for chartered and secured
- Can spend only upon the F-Board's approval
- Remaining money reverts to the F-Board

### ▣ Fundraising Accounts

- Similar to off-campus bank accounts
- For ALL clubs (recognized, chartered, secured)
- Spend as long as no regulations are violated

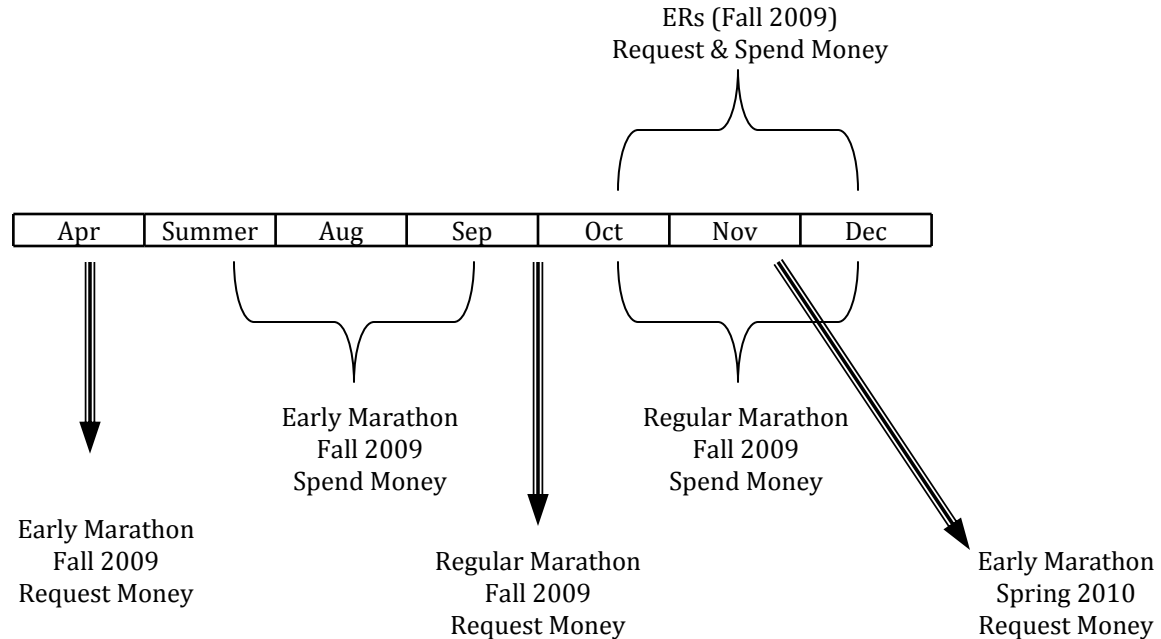
### Concept of SAF

1% of All tuition into  
one fund

# Allocations & Marathons



## Sample Timeline Fall 2009 Semester



# Allocations & Marathons



- ❑ Regular Marathon
  - ❑ Sunday, Sep. 6<sup>th</sup> : 4p-7p
  - ❑ Tuesday, Sep. 8<sup>th</sup> : 6p-9p
  - ❑ Wednesday, Sep. 9<sup>th</sup>: 6p-9p
- ❑ Decisions
  - ❑ Wednesday, Sep. 16<sup>th</sup>

# Allocations



All money must be requested in line item format!

- Line Item
- Hybrid
- General Grant

**Clubs will always be given a line item allocation for instructors**

# What You Need to Know



- Payment Methods
  - Reimbursement
    - NOT with any independent contractors
    - NOT with Retroactive payments
  - Payment Request
  - P-Card (Treasurer office hours only)
  - Loan

# Overview of Forms



## WITHDRAWAL FORM

*Write in Pens Only. No Pencils.  
See Back for More Information*



### Club/Organization Information

Club/Organization: \_\_\_\_\_

Date: \_\_\_\_\_

mm dd yy

Club President/Treasurer: \_\_\_\_\_

Phone: \_\_\_\_\_ Mailbox: \_\_\_\_\_ E-Mail: \_\_\_\_\_

# Withdrawal Form



## Funding Source (Choose ALL that apply)

- Early Marathon: \_\_\_\_\_ (amount)
- ER: \_\_\_\_\_ (date) \_\_\_\_\_ (amount)
- Gov't: \_\_\_\_\_ (category) \_\_\_\_\_ (amount)
- Other: \_\_\_\_\_ (specify) \_\_\_\_\_ (amount)
- Regular Marathon: \_\_\_\_\_ (amount)
- Fundraising Account: \_\_\_\_\_ (amount)
- SMR: \_\_\_\_\_ (#) \_\_\_\_\_ (amount)

**TOTAL: US\$** \_\_\_\_\_

*Total amount should match the sum of categorical amounts*

# Withdrawal Form



## Payment Methods (Check ONLY 1 Method)

- CHECK (Reimbursement/Pre-Payment/Independent Contractor)

Make Check Payable to: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

- Money Transfer (Chargeline):

Conference and Events Services (CES)    -- or --

Department: \_\_\_\_\_ (name)    Chargeline #: \_\_\_\_\_

P-Card: \_\_\_\_\_ (cardholder)

Official Student Union Debit Card

Loan

# Withdrawal Form



## Explanations (Summary and Purposes of what should be paid)

## Required Attachments (*See next page for details*)

## Property Tracker (*See next page for details*)

Inputted all properties purchased

No property purchased

## Special Notes or Requests

*By signing below, I acknowledge that I am a club leader authorized to fill out this form.  
I understand that any attempt of forgery, fraud, or any violations of rules set by state, local, federal, University, and Student Union Government will result in penalties.*

Club Leader Signature: \_\_\_\_\_

# With the Withdrawal Form



## Reimbursement

- W-9/W-8BEN (non-Brandeis)
- Proof of Payment (POP)
  - Receipt OR Shipping Confirmation plus copy of Credit Card Statement

## Payment Request

- Invoice
- W-9/W-8BEN (case by case)
- Requisition Form (>\$1500 only)  
Online

## Travel Reimbursement

- Max. subsidy: \$0.15 per mile
- If by car, mapquest or google map printout indicating distance

# With the Withdrawal Form



## Independent Contractor

### Once in a Lifetime

- CORI Forms

### Once Per Semester

- W9/W-8BEN
- Independent Consultant Agreement
- Consultant Requisition Form (>\$1500)

### Every Form

- Non-Employee Payment Request
- Invoice

### If Brandeis Student or Faculty

- Grad Student Payment/PR-1
- Invoice

# PAYMENTS HINTS



- ▣ Do not wait until the last minute or the end of a semester
  - Last minute request might not get processed
  - Accounts Payable cut/distribute checks ONCE a week
- ▣ Double check all required forms
- ▣ Check the website for more info: [www.thetreasurer.org](http://www.thetreasurer.org)
- ▣ Always check e-mails/phone calls from the treasury members

# Deposits



- Check office hours
  - [www.thetreasurer.org/calendar](http://www.thetreasurer.org/calendar)
- Have your money counted and checks totaled
- Coin limit of \$25 per deposit
- Gift deposits
  - Through Donor Relations
  - Meet with Stephen Costa (Budget Analyst)



# Payment Deadlines

## Latin Night at the Stein

**Request:** This event will be 10/18/07 from 9-11 pm. We are going to have AHORA! members perform different act. We are also going to bring T3K, a Puerto Rican from Boston, who performed in last year's Main Event.

**FBoard Comments:** No comments

**Reimbursement Deadline:** Saturday, October 20, 2007

<b>Item:</b> performer	
<b>Quantity</b>	1
<b>Item Cost</b>	\$100.00
<b>Subtotal</b>	\$100.00
<b>Allocated</b>	\$100.00
<b>Spent</b>	\$100.00
<b>Unspent</b>	\$0.00

**Total Amount Requested for *Latin Night at the Stein***

\$100.00

**Total Amount Allocated**

\$100.00

**Total Amount Spent**

\$100.00

**Total Amount Unspent**

\$0.00

# Resources/Website



- ❑ Cash Boxes
- ❑ Walkie Talkies
- ❑ Costco Card
- ❑ [www.thetreasurer.org](http://www.thetreasurer.org)



# Resources/Website



## Wiki

- <https://wiki.brandeis.edu/twiki/bin/view/StudentUnion/WebHome>

## Club leaders mailing list

- Lists.brandeis.edu → login → search club leaders → subscribe

## Club resource center access

- [secretary@brandeis.edu](mailto:secretary@brandeis.edu)

## Questions, Comments?

- [treasurer@brandeis.edu](mailto:treasurer@brandeis.edu)

# CONTRACTS



## First Letter of Club Name

PLS PROVIDE US YOUR CELL PHONE #

<b>A ~ C &amp; Secured</b>	<b>D ~ N</b>	<b>O ~ Z</b>
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