

# Funding and Finances

How to get funding  
and spend it wisely!



## Inside!

- Steps you need to take to get funding for your club
- Guidelines for expenditures
- Maintaining your club account
- Fundraising procedures

Student Activities

2009-2010

# NOTES

## **Funding Your Organization**

As with most things in life, money is essential to be an active, vibrant student organization. While most assume the BAC is the only source of funding, there are numerous ways to generate revenue for your club or organization.

**BAC:** the Budget Allocations Committee receives funding through student fees and then distributes these funds to student clubs. Each semester, registered clubs may propose a budget through the competitive proposal process. Funds are good for only one semester and must be spent or returned by the end of each semester.

**Fundraisers:** with some creativity, clubs have successfully raised hundreds if not thousands of dollars in recent years. From quick bake sales to elaborate week long events, fundraising is a great way to supplement your budget:

**Co-sponsors:** depending on your activity, other clubs or departments with similar purposes may be interested in sharing the costs. Be sure to get commitments in writing to avoid confusion down the road.

**Donations:** local businesses will often donate goods, services or coupons in return for free advertising at your event.

**Dues:** asking members to invest in your club helps to retain members and can generate a consistent, if only

### **Budget Allocation Committee**

The Budget Allocation Committee (BAC) is comprised of 12 members: 6 from Hobart Student Government (HSG), 6 from William Smith Congress (WSC) and an administrative advisor. The HSG and WSC treasurers serve as committee co-chairs. The remaining 10 members of the committee represent HSG or WSC.

1. Only fully recognized, active clubs and organizations are eligible for allocations through the activity fee.
2. Clubs or organizations that restrict membership based on race, religion, creed, ethnicity, or physical ability are not eligible for funding. Similarly, clubs and organizations practicing hazing as defined by the Colleges or state law will not be funded, and are subject to suspension or revocation. Gender restricted organizations such as men's fraternities and women's organizations may seek funds through student government or congress respectively.
3. In approving budget requests, funds may be allocated to student clubs for events which help fulfill the approved purposes of clubs and which:
  - (a) offer activities of interest to the student bodies
  - (b) present a variety of strategies for achieving the goals of the organization,
  - (c) events are reasonably scheduled throughout the semester and
  - (d) are well planned and detailed when the budget request was submitted.A well-planned and detailed budget improves the requests, but does not guarantee funding.

4. Budget allocations are made on a semester (fall or spring) basis. However, clubs sports whose practice and/or game season spans fall and spring terms may apply for a full academic year budget.
5. Semi-annual budget requests must be submitted to BAC by each recognized student club in standard form, which includes an electronic and 12 hard copies on the dates established by the BAC. Proposal dates shall be no later than the Friday immediately preceding the beginning of each semester's final examination week. Club budgets must show exactly what events are planned for the coming term, including type of event, date(s) proposed time, projected expenses, and projected revenue (if any). Complete line budget details are necessary, as funds will be allocated only for specific programs. The BAC may not consider events that are overly vague in description.
6. Expenditures by recognized clubs should be consistent with the club's documented purpose.
7. All clubs and organizations accounts will be maintained to show income and expenditures by Student Activities. These accounts are subject to review by the WSC/HSG treasurers and the Director of Student Activities. Deviations from the approved budget require advanced approval from the HSG and WSC treasurers.
8. Clubs receiving BAC allocations must observe all HSG and WSC constitutional policies that apply regarding quora attendance, spending limits or other stated and ratified restrictions.

*Additional Guidelines*

- Only the club president or treasurer will be permitted to submit requests for funds to the BAC.
- Funding for large club events in which meals will be served to 100 or more in attendance will receive a \$15.00 maximum per head allocation.
- Each club will only be allowed to spend a maximum of \$50 per semester from their allocated budget for food at club meetings.
- Funding will be allocated for up to 3 students to attend conferences pending approval from the BAC. Faculty/Staff advisors, coaches, etc will not be funded with student fees.
- Any organization carrying a budget deficit forward from one semester to the next will have the following semester allocation reduced by the deficit amount. For example, if ABC organization carries forward a \$500 deficit from fall to spring, ABC's spring allocation of \$1,500 will be reduced to \$1,000.

### **Club Accounts & Forms**

All club account numbers are posted in the Student Activities Office. All forms listed below must be approved by the HSG/WSC treasurers prior to any club making a transaction. Forms are due by 12:00noon each Friday in the Student Activities Office.

All financial transaction requests require a 17 digit account number. If you are uncertain of your club account number, leave it blank and it will be completed by the HSG/WSC treasurers when you submit the request for approval.

#### **A CLUB MAY NOT MAINTAIN AN ACCOUNT OFF CAMPUS SUCH AS A CHECKING ACCOUNT.**

- **Purchase Order** forms must be completed 2 weeks in advance for goods/supplies/equipment that cannot be purchased locally.
- **Requisition** forms are used for purchasing or reimbursement for supplies/products or services rendered where a P.O. is not possible.
- **Cash Advance** forms are used for travel advances or cash advances prior to an event.
- **Deposit** forms are for all deposits into your HWS account. Deposits into club accounts are made through Student Activities.
- **Departmental Charge** forms may be used to charge local restaurant meals to your BAC account.

- **Wegmans Charge:** Student Activities maintains 5 Wegmans charge cards that are used like creditcards. Simply check out a card with Student Activities, present the card for payment at the register, and the bill will be paid directly from your club's account.
- **W-9 forms** must be on file for any vendor requesting payment from HWS.

**Sales Tax:** Hobart and William Smith Colleges is exempt from New York State Sales Tax; therefore, we cannot reimburse anyone for sales tax paid on purchases. The only exception is for restaurant meals and out-of-state hotel bills. Please use the College's sales tax exempt number when making purchases on behalf of the Colleges. These forms are available in the Student Activities Office or the Business Office.

**Personal Funds:** IMPORTANT! Avoid using personal funds for purchases . Use the P.O. process, Wegman's Card or cash advance for club expenditures.

Students should avoid purchasing goods or services with personal funds. Goods ordered on the internet, via mail or phone must be done through the Purchase Order (PO) process. See a Student Activities staff member to initiate a PO at least 2 weeks before you need the order.

All financial forms should be submitted for approval  
2 weeks in advance.

*Other Guidelines*

- **Supplies or equipment** purchased with BAC funds become property of the Colleges and must be labeled and inventoried appropriately.
- Travel expenses may be considered only if the conference offers knowledge or skills training consistent with the Colleges' mission and purpose of the student organization.
- Requests for reimbursements of goods and services that were **not** pre-approved by BAC may not be processed.

*Checks are processed weekly as follows:*

- Requests for payment received at Accounts Payable by 12:00noon Tuesdays will be printed and distributed by that Friday (except holidays and breaks).
- Original receipts for cash advances must be submitted to Student Activities within 5 class days of the cash advance. Debit/credit card receipts do not itemize expenses and are not acceptable. Requests for additional cash advances will be denied until prior advances are completed.
- Petty cash receipts must be returned within 24 hours (next business day).
- Reimbursement for meals over \$25.00 requires a written list of participants and the purpose of the

### **Contracts**

Students may not enter into verbal or written contracts for any Hobart & William Smith related event or activity. All contracts must be reviewed and signed by the Director of Student Activities.

### **W9-Forms**

W-9 forms must be on file with the Business Office before payment will be processed for individuals or businesses/vendors. Forms may be accessed through the Business Office website.

### **Fundraising**

Approved student organizations may host events and reserve space to raise funds through the event registration process. All funds raised must be deposited into the respective Student Organization's HWS account. Deposit forms are available in the Student Activities office. The following policies apply to fundraising:

- door to door (or active) solicitation on campus is prohibited
- organizations may reserve space and tables (passive solicitation) at which fundraisers may occur such as sales, donations, pledges, etc.
- solicitation within residential facilities must be approved through Residential Education
- include anticipated revenue in your Budget Allocation Committee (BAC) proposal

Sample Funding Form

**BAC FUNDING PROPOSAL**

**Fall 2009**

**GENERAL INFORMATION**

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Club/Organization: \_\_\_\_\_  
Date Submitted: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Box: \_\_\_\_\_ Phone: \_\_\_\_\_

Proposal/Event Name: \_\_\_\_\_

Date/Time of Event : \_\_\_\_\_

Location of Event: \_\_\_\_\_  
Expected Attendance: \_\_\_\_\_

Ticket cost (if any): \_\_\_\_\_  
Treasurer Signature: \_\_\_\_\_

**DESCRIPTION**

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Please describe the event or items that require funding. Be as detailed as possible:

# *Student Activities*

Learning at the speed of life.

Scandling Campus Center  
2nd Floor  
315-781-3513

Robert Pool, Director  
Kimberly Kochin, Asst. Director  
Cully Semans, Secretary & Publicity Specialist