Business Manager Training Overview
SAAC 2015-2016

Zeina Elhaj
SA Treasurer
zelhaj@u.Rochester.edu
September 2015-May 2016
Introduction: SAAC Leadership

Zeina Elhaj (zelhaj@u.rochester.edu)
- SA Treasurer
- Class of 2016
- Major: Business and English Lit

Nicholas Mavrelis (nmavreli@u.rochester.edu)
- SA Deputy Treasurer
- Class of 2017
- Major: Economics
Introduction: SAAC Leadership

Anne-Marie Algier
- Associate Dean of Students
- Director of WCSA

Jen Nicholson
- SA Staff Accountant
Introduction: SAAC Student Accountants

Linda Shackles
CJ Van Huben
Lance Floto
Laura Ackerman
Bongumusa Khoza
Patrick Fink
Thomas Van Der Straaten
Ben Dantowitz

Oversee the financial status of the student association organizations
Student Association Appropriations Committee

- Manage and Allocate the Student Activity Fee (Budgeting)
- Regulate the Use of the Dispersed Funds (Subsidy/PPM)
  - Assist in Business Transactions (PO,BR,IR,CC)
  - Supplemental Funding
Business Managers?

The Individual Responsible for your Group’s Finances
- Manage Income/Expenses
- Business Transactions (PO,BR,IR,CR,CC)
- Budgeting

Definitions
Income - What you expect to fundraise
Expense - What you expect to spend
Subsidy - How much money you have
Paperwork: Fund Request

<table>
<thead>
<tr>
<th>SAAC Request Form</th>
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<tbody>
<tr>
<td>Group Name:_________ Date:____________</td>
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<thead>
<tr>
<th>Circle One:</th>
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<tbody>
<tr>
<td>Purchase Order</td>
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<tr>
<td>Requisition</td>
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<td>Co-Sponsorship</td>
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<td>Copy Center</td>
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<tr>
<td>Credit Card</td>
<td></td>
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<tr>
<td>Appt for Online Order</td>
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| Preferred Vendor:_________ Amount:_________ |
|------------------------|------------------|
| Event Name:_________ Event Date:____________ |

Product Description or Explanation of how Funds will be used:

| Purchase Orders are used for outside vendors – NOT ACCEPTED by ALL Vendors |
|-----------------------------|-----------------|
| Requisitions are for University Vendors – Barnes & Noble, Post Office, UR Tech Store, etc. |
| Co-Sponsorship Form – Minimum of $50.00 for Co-Sponsorship |
| Copy Center – Color copies, posters, etc. and Black & White copies over 50 |
| Credit Cards – Walmart, Wegmans, BJ’s, AC Moore |
| Appointment for Online Order – To be used with Vendor’s that do NOT accept PO’s |

Business Manager Signature:______________________ E-Mail:______________________

FOR OFFICE USE ONLY  PROCESSED BY:______________________ DATE:____________ |
| FORM TYPE ISSUED:______________________ FORM #(if applicable)  |

****Please allow 3 business days for request to be processed****
Purchase Order (PO) Overview

It is a promise to cover the cost of a purchase and is exclusively used for outside vendors only.

- Hand PO to Vendor
- Vendor Provides a Bill
- Returns to SAAC with PO and Bill
- Fill out a Check Request to Pay for good/Service
Wal-Mart/Wegmans/Target/AC-Moore/Gas (NEW!)

“it is a Debit card, bills need to be paid”

Request a PO- 
Write as Vendor Wal-
Mart/Wegmans Ect.

Please plan as cards are reserved in advanced

After purchase bring back card and receipt (24 Hours Max) Between 9am-4pm

Fill out a Check Request to Pay for Good/Service
Requisitions

To be used when soliciting a service from within the University (e.g., Facilities)

1. Fill out appropriate paperwork in office (bring invoice if provided)
2. Leave 2-3 business days for accountant to sign off
3. Pick up copy from office and sign off as requester.
4. Come back with receipt or invoice
Co-Sponsorship Form and Auto Pay

Exclusively used for Internal University of Rochester Student Groups who wish to co-sponsor events with one another
Minimum requirement of $50

Auto pay is a method to be used between groups who wish to purchase a good or service from another. Only for: SA Vans, Charters, Graphic Arts, and Campus Times
   E.g.,: Purchase ad from Campus Times
Copy Center (CC) Overview and Process Flow

Exclusively used for payment at University of Rochester Copy Center (Meliora Hall)

Request an Copy Center → Head over to Meliora Hall → After Copies had been made. Pick up Order and Invoice → Bring back invoice to SAAC
Check Requests and Petty Cash

Check Requests and Petty Cash are to be used sparingly throughout the year as a last resort. If a check request is needed, an appointment must me made with the Treasurer in order to obtain approval.
Monthly Statements

At the end of every month, the business manager will be emailed with a copy of the group’s monthly statement. However, as the business manager will be keeping records of the group’s information on the google doc (to be explained in a later slide) there should not be any surprises within the ledger.
Supplemental Funding (Overview)

For Expenditures **Not Accounted for in a Group’s Budget**
- Program & Travel
- Equipment
- Conference
- Post-Season Play

**Requests to be made online**
Forms located on the CCC website → Campus Links Forms
(Equipment Supplemental **or** Program and Travel Supplemental)
PRIOR TO SUBMITTING A REQUEST:
Check the bylaws to ensure your request aligns with SAAC’s funding policies
YOU MUST MEET WITH YOUR RESPECTIVE STUDENT ACCOUNTANT AND ADVISOR

Complete the Supplemental Form

The submission deadline for all supplemental requests is the MONDAY the week before you wish to go up
*8 days before*
SAAC Meets 8pm Tuesdays Stackel
**REQUIRED**
Every Year we Want to Account for All of the Items the Student Association has Purchased

**More Information to Come via Email**
Trust & Accountability

Checks and Balances in the office
BM → Student Accountant → Staff Accountant

**This is U of R money entrusted to your organization- we need to make people accountable for how they spend it**
Please check the bylaws for a comprehensive view of SAAC’s policies.

Summary of new updates:
• If any group is overspent, the amount by which they are overspent by will be subtracted from their subsidy for the following year (if no subsidy is approved for the following year, it will be added to the income requirement.)
• Reallocation of funds from one event to another is up to the discretion of the group’s student accountant
• Business Mangers must meet with accountants at least once a semester or group’s accounts will be frozen
• Reimbursements can only occur if they have bee pre-approved
Questions?
Who Are Your Student Accountants?

<table>
<thead>
<tr>
<th>Adviser</th>
<th>Student Accountant</th>
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<tbody>
<tr>
<td>Anne-Marie Algier</td>
<td>Nick Mavrelis</td>
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<tr>
<td>Brian Magee</td>
<td>Benjamin Dantowitz</td>
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<tr>
<td>Catherine Lewis and Eileen Bruton</td>
<td>Laura Ackerman</td>
</tr>
<tr>
<td>Glenn Cerosaletti and John DiSarro</td>
<td>Zeina Elhaj (Until New Accountant is Hired)</td>
</tr>
<tr>
<td>Griffin LaDew (Club Sports)</td>
<td>Patrick Fink</td>
</tr>
<tr>
<td>Heather Maclin</td>
<td>Linda Shackles</td>
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