

RSO FUNDING & TREASURER TRAINING

Student Development and Activities

Marymount Manhattan College

Spring 2019

FUNDING GUIDELINES

1. Must be a registered student organization (RSO)
 1. All RSOs will automatically be allocated a budget of \$100 once a member of their board attends RSO training
 2. Additional funding can be requested on an event-by-event basis by completing the budget allocation request form online. Requests should be made within the appropriate funding quarter. Requests for funding will not be considered if the event is less than two weeks from the date of the request (except for extraneous events).
2. Student completes the allocation request online
3. Request will be routed to advisor for approval
 1. Advisor will review within 2 school days.
4. After advisor approves, form will be routed to SGA treasurer for approval
5. The SGA treasurer may deny, approve, amend up or amend down any allocated amount.
6. Once SGA treasurer approves, the student and Student Development and Activities are notified.



Organization Information

Organization:	Treasurer:	Email:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Advisor:	Advisor Email:	
<input type="text"/>	<input type="text"/>	

Event Information

Event Title:	Date:	Time:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Location:	Expected Attendance:	Cosponsor (if applicable)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Is this an annual event? ☐ Yes ☐ No

Description of event:

Example: We plan on spending \$150 for this event. In addition to the \$100 already in our account, this \$50 will be for...

Expense Information

Item	Description	Amount
Entertainment		
Food		
Publicitty		
Rentals/Tech/Facilities		
Other		
Admission Fee (if any)		
Total Expenses:		

Electronic Signature (Full Name)

Date:

Submit

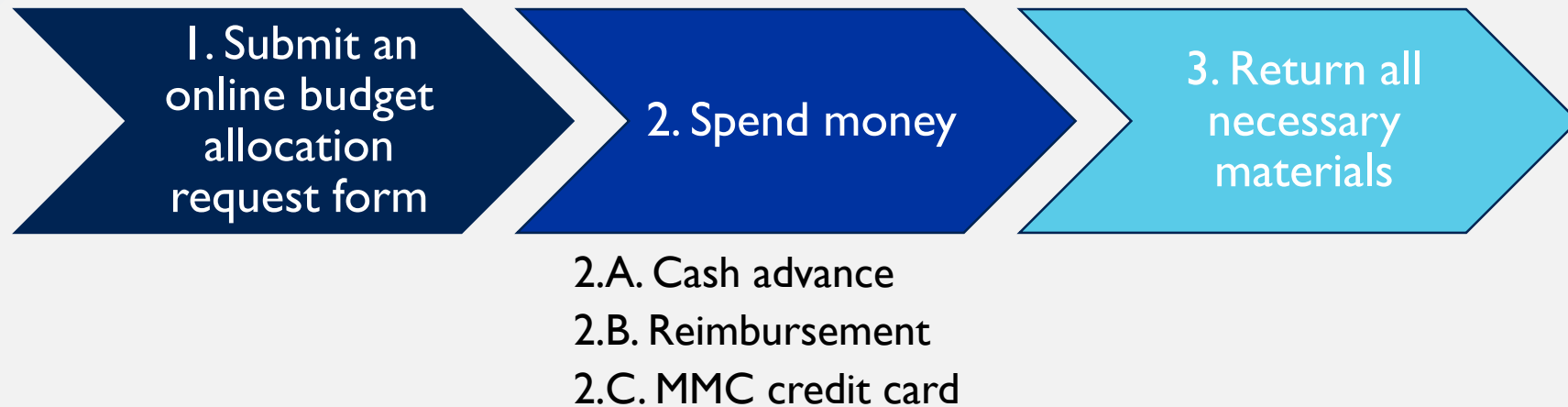
Include proposed
total amount of
event.

FUNDING GUIDELINES: ACTIVITY FEE

The Student Activity Fee (SAF) is paid into by all full- and part-time matriculated students at MMC. Funds are then allotted for use by RSOs as allocated by the SGA treasurer. All SAF funds are subject to SAF policies.

1. SAF funds must be used for programming that is open to all members of the MMC student body.
 1. If a program is exclusively for members or select populations, SAF funds may not be used.
2. SAF funds may not be used to purchase fundraising materials outright.
3. SAF funds may not be used to purchase alcohol or other prohibited items.
4. SAF funds may only be used to purchase apparel for specific programs, not simply apparel for members.
5. Additional restrictions or provisions may be applied at the discretion of the Director of Student Development and Activities.

SPENDING ACTIVITY FEES



SPENDING ACTIVITY FEES



Cash advance

Used to receive cash from Student Development and Activities in order to purchase supplies for an event prior to the event

Submitted online via the Student Development and Activities website:
“Student Organizations” > “Forms & Policies” > “Using Your RSO’s Budget”

Must be submitted 2 – 3 weeks prior to the event
Student submission > RSO advisor > Ben Giuliana

Change and original receipts must be handed back to Ben Giuliana within five business days of the event taking place

Only the student who submitted the form is able to get the cash

SPENDING ACTIVITY FEES



Reimbursement

Used when a member of an organization pays for items with their own money based off of the organization's previously-approved budget

Reimbursement forms must be handed directly to Ben Giuliana with all necessary information and original receipts attached

Form can be found on the Student Development and Activities website: "Student Organizations" > "Forms & Policies" > "Using Your RSO's Budget"

Must be submitted within five business days of your event

Reimbursements over \$75 will be done via check and are mailed to the home address on file with MMC

*Use of SAF funds that violates the policies laid out in this training will not be subject to reimbursement by Student Development and Activities

SPENDING ACTIVITY FEES



MMC credit card

Used on large and/or online purchases

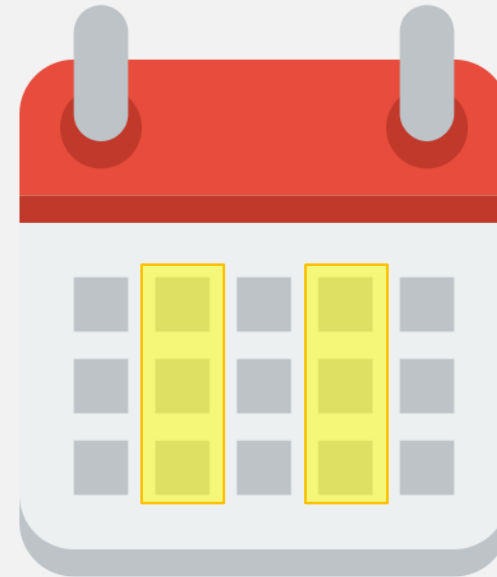
No exchange of physical money or receipts

If used for catering, it must be conducted with Ben Giuliana in person
Meeting should be set-up in advance of time of purchase

Allow enough time for shipping and processing

DATES OF APPROVAL

Online forms (cash advance forms and budget allocation forms) will only be processed Tuesday mornings and Thursday afternoons.



DATES OF APPROVAL

Online forms (cash advance forms and budget allocation forms) will only be processed Tuesday mornings and Thursday afternoons.

Monthly check-ins will occur on the first Tuesday of each month with SGA Treasurer

- Up to the RSO board to reach out if numbers don't match



ATTENDANCE SHEETS

Reimbursements and future cash advances will be withheld until attendance sheets are submitted for all events opened to non-board members (excluding repeating meetings)

- Attendance should be taken at first meeting of each semester

Submit a typed attendance sheet (.docx or .xlsx) within a week of your event



2019 FEBRUARY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	1	2

1. Submit a budget allocation request within proper funding quarter

- September & October
- November & December
- February & March
- April & May

2. Submit a cash advance request 2 – 3 weeks prior to your event

3. Track attendance

4. Submit typed attendance sheet and other required materials within five business days of your event

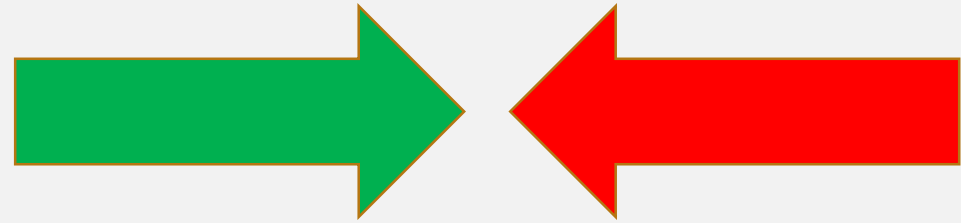
- A. Cash advance: original receipts and any leftover change
- B. Reimbursement: original receipts and reimbursement form

ROLLOVER FUNDS

At the beginning of the spring semester, all RSO budgets will return to \$100.00

- Extra funds will be removed from individual accounts and returned to the SGA pot
- Individual accounts with less than \$100 will be boosted with extra funds
- Unresolved problems from the fall semester will affect the spring semester's initial budget

Process resets over the summer between academic years



QUESTIONS?

Ben Giuliana

Coordinator of Student Activities
Student Development and Activities



bgiuliana@mmm.edu



(212) 774-0759



Carson Hall 807