

# Student Activities Council

## Treasurer Training

A Guide to the Basics | Fall 2016

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# About SAC

## Exec Board

- Comprised of 8 elected representatives and UA Treasurer
- Organize all funding activities, GBMs, and activities fairs

## Funding

- UA receives \$2.1 million, allocates ~\$1.3 million to SAC
- SAC allocates funds to 220 student organizations

## Questions?

- [sacfunded.net](http://sacfunded.net)
- Contact your SAC Liaison or Financial Advisor
- General Inquiries: [sac@sacfunded.net](mailto:sac@sacfunded.net)

## B&As

- Each spring, groups submit an annual budget request
- Contingency funding is required for uncertain costs/events

# How SAC Works With You

## SAC Liaison

- A SAC Executive Board Member who is assigned to your group and is your first point of contact
- Find out who your SAC Liaison is at [sacfunded.net](http://sacfunded.net)

## Financial Advisor

- A full-time staff member from the Office of Student Affairs on the second floor of Houston Hall
- Ask them about accessing your SAC funds, paying vendors, reimbursements, and other transactions

## GBMs

- SAC Executive Board presents on contingency and re-recognition recommendations in the past month
- General Body votes on recommendations/appeals

# Budget and Allocations (B&As)

1. During the spring semester, submit an annual budget request for the upcoming academic year through SAC Online's Budget Request Wizard.
2. Meet with SAC Exec to discuss your group's annual budget.
3. SAC Exec will make a recommendation on your group's budget.
4. Accept or appeal your budget to SAC Exec.
5. If you choose to appeal, meet with SAC Exec and accept or appeal your group's second budget after consideration by SAC Exec.
6. At the April GBM, the General Body will vote on budgets and appeals.

# Accessing Your Funds

Every group has a Financial Advisor who assists with the management of your finances. Contact your Financial Advisor if you have any major questions.

## How to Access Your Funds

### Directly Through OSA

- Located on the second floor of Houston Hall
- Request an invoice or purchase order (PO)
- When applicable, Financial Advisors can use a University card for approved purchases

### Reimbursement


- Submitted through Concur
- Need receipt of purchase
- For additional assistance with reimbursements, [click here](#)

### Credit Card

- Apply through your Financial Advisor
- Use for pre-approved purchases

# SAC Online

Ask your group's previous SAC representative for your SAC Online login credentials. If they do not have this information, ask your SAC Liaison.



Go to SAC Online's [login page](#).



Account Summary: your group's SAC allocation and expenses  
SAC Budget Brief: budget and contingency decisions for your group  
Budget Request: submit annual budget and contingency requests  
Historical data: your group's SAC allocation and expenses from past years

# SAC Online

Money that your group raised on its own. Meet with your Financial Advisor to make these deposits. Also shows surplus/deficit from last year.

Revenues / Deductions from Revenues	
Category	Balance
<a href="#">Misc Revenues</a>	\$22,070.00
Overspending in SAC Budget Categories	- \$1,354.45
<a href="#">Surplus/Deficit from Previous Year</a>	\$2,668.00
<b>Amount Available Before Non-SAC Expenses</b>	<b>\$23,383.55</b>

Non-SAC Expenses	
Category	Balance
<a href="#">Non-SAC Expense</a>	- \$763.01
<a href="#">Travel Non-SAC</a>	- \$24.73
<b>Total Spent on Non-SAC Expenses</b>	<b>- \$787.74</b>

Expenses your group made that are not covered by SAC. See the Funding Guidelines for more on what is and is not covered by SAC.



# Contingency Funding

Your group wants to host an event that it did not receive funding for in its annual budget.

Submit a contingency request using SAC Online's Budget Request Wizard.

Schedule a meeting with SAC Exec by emailing [meeting@sacfunded.net](mailto:meeting@sacfunded.net).

Attend the next GBM to accept or appeal SAC Exec's decision.

# Contingency Funding

Contingency is a reserve of funds that SAC sets aside at the beginning of every semester to be used by student organizations during the academic year.

## Why contingency?

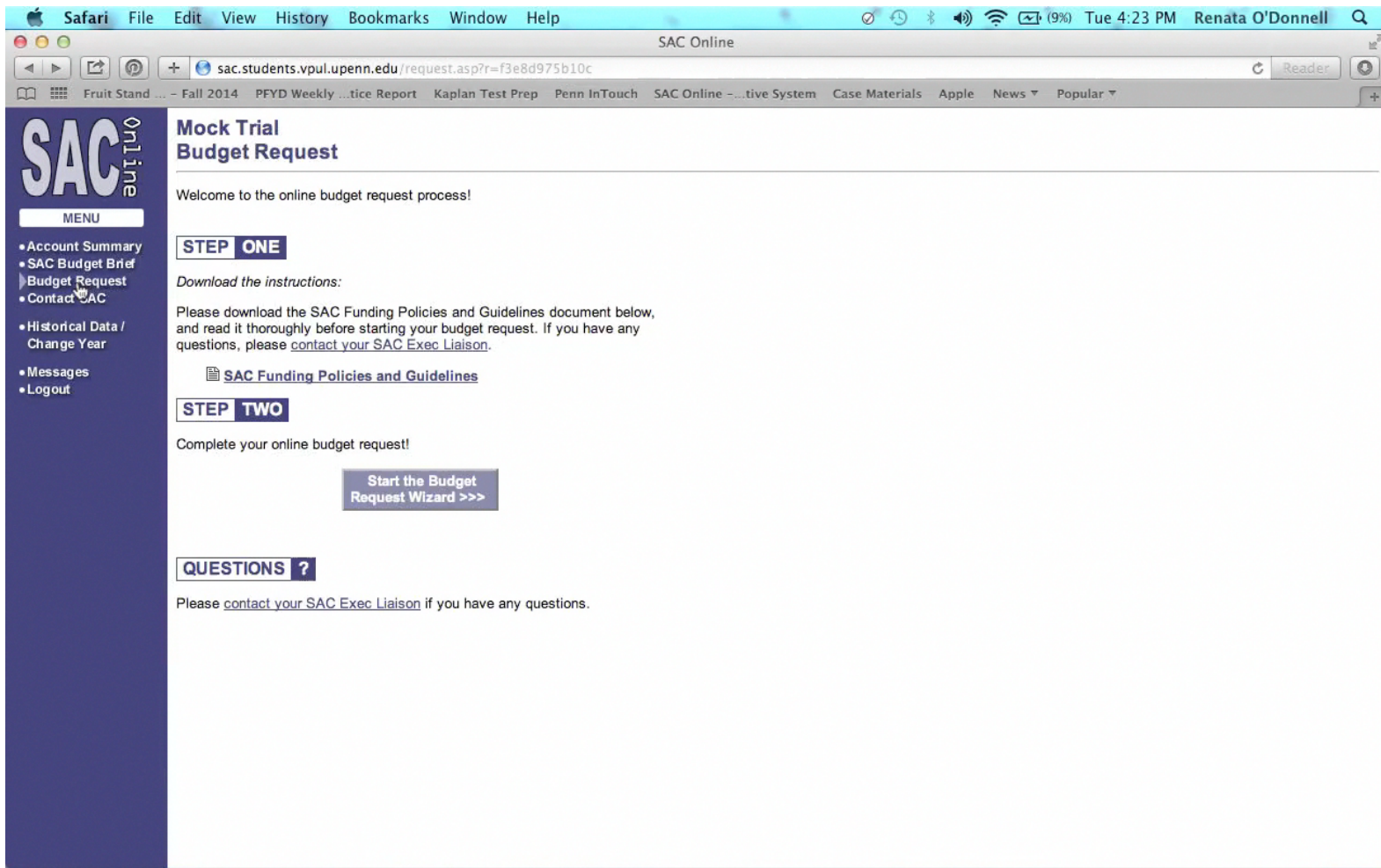
There are two main reasons to request contingency funding:

1. Uncertain Costs
  - a. Expenses that are subject to change or large fluctuations will be denied during B&As
  - b. These expenses should be requested through contingency funding when you have a better idea of your group's expected expenses → this is meant to reduce unnecessary meetings
2. Unexpected Expenses

## How to Apply

1. SAC Online's Budget Request Wizard → Select "Contingency Request"
2. Schedule a meeting with SAC Exec by emailing [meeting@sacfunded.net](mailto:meeting@sacfunded.net)

# Contingency Funding



# Funding Guidelines

Review the following guidelines before submitting every annual budget and contingency request!

<http://sacfunded.net/funding/guidelines/>

# Debt Policies

Debt Level	Budget Cut
< \$100	0%
\$101 - \$500	10%
\$501 - \$1,000	15%
\$1,001 - \$2,000	25%
> \$2,000	Funds frozen; present debt repayment plan to SAC Exec; group subject to de-recognition if plan is not approved

# Becoming SAC-Recognized

1. Be an officially registered group on G.O. Penn for at least one year before applying
2. Submit an application and meet with SAC Exec during the November recognition period
3. SAC Exec makes a recommendation based on your group's application and qualifications
4. The General Body will vote on SAC Exec's recommendation during the December GBM

# General Body Meetings

If you miss two GBMs in an academic year, you will be de-recognized! Don't miss any GBMs!

- The General Body consists of one representative from each SAC-recognized group and has the final vote on funding and recognition decisions
- GBMs are held once a month – dates, times, and locations will be published on [sacfunded.net](http://sacfunded.net) by the second week of each semester
- Pick up and sign your group's orange attendance card before the start of the GBM → this card will be used to vote on recommendations and proposals
- If your appeal or recommendation fails, you can propose new ones

# Alternative Funding Sources

- Common Funding Application
- UA Contingency
- SPEC Connaissance, Fully Planned, SPEC-TRUM
- Faith Fund, Intercultural Fund, Student Sustainability Association, United Minorities Council, T-Change
- PASS, ESAC, Wharton Council
- Penn Green, CHAC, Fox Leadership, Provost's Office, Academic Departments