SGA Finance Handbook

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SGA Finance

According to the Student Government Association’s Constitution:

*The Treasurer of the SGA is charged with the responsibility of the General Fund of the SGA and all monies received by the SGA. Furthermore, he/she is specifically responsible for the receipt from the Bursar’s Office of all Student Activities Fees paid by the student body and shall keep adequate records of all receipts, expenditures, and incomes of the monies described above. In addition, the Treasurer shall furnish a written financial statement to the University’s Treasury Department on a monthly basis and at such interim reports as the President may request or following an SC voting member’s request. He/she is also hereby charged with the overseeing of the Budget Meetings and will serve as chair of the Budget Management Committee. The Treasurer shall carry out all duties delegated by the President. He/she is one of two officers empowered to authorize the expenditure of less than one hundred dollars of SGA funds. Lastly, the Treasurer shall have one vote on SC.*

In this section of the SGA Website, you will find the following information:

- How to prepare and submit a budget request
- How to request a copy of DUCOM’s Tax Exemption Certificate
- A list of preferred vendors, and how to make purchases under Drexel’s tax exempt status
- How to request a reimbursement for monies paid by students for official DUCOM events
- How to make deposits to the SGA General Fund
- A summary of frequently asked questions (FAQs)
Budget Information

Dear Student Group Leader,

Please read through this packet carefully, as it may affect the outcome of your budget request. Any questions, comments, or concerns may be directed to DUCOMSGATreasurer@gmail.com.

Sincerely,
Andrew Lin
SGA Treasurer 2014-2015

SECTION I: GENERAL FUNDING PRINCIPLES
1) All events funded by the SGA must be open to all DUCOM students, regardless of whether they are members of the requesting organization or not.
2) The SGA highly recommends co-sponsorship, fundraising, faculty/professional group contributions, and other forms of subsidies.
3) The SGA will not provide funding for charities, discretionary funds, non-specific miscellaneous expenses, emergency cash, petty cash, medical equipment/supplies, flyers, advertisements, newsletters, agendas, calendars or non-specific maintenance requests.

SECTION II: SUBMISSION & PRESENTATION OF BUDGETS
1) There are two Budget Request Seasons, one in August and one in January for the Fall and Spring semesters, respectively. Dates for each budget submission deadline will be provided at the beginning of the Budget Request Season.
2) All budget requests will be reviewed and discussed by the Budget Management Committee (BMC). The BMC consists of the SGA Treasurer, SGA Student Group Liaison, and the Secretary/Treasurer of the four classes.
3) SGA requires that all budgets be complete, itemized, and include all pertinent information relevant to the request including but not limited to:
   a) Biographical information on speakers and performers;
   b) Specific price quotes on all items requested;
   c) When possible, confirmed locations for events.
4) Each semester, only a finite amount of money is available to fund various student events. Therefore, only request money for events you legitimately believe you will hold this semester and give reasonable estimates for expenses.
5) Money approved but not spent does not carry over to the next semester or the next year.

SECTION III: BUDGET REQUEST FORM (BRF)
The BRF is divided into 4 sections, which should cover all anticipated activities of student groups. If a student group does not believe its activities will fit the BRF’s format, they should contact the SGA Treasurer directly at ducomsgatreasurer@gmail.com.

The 4 sections of the BRF are:
1) General Meetings – This includes meetings of Student Groups, internal (Drexel) speaker events, workshops, etc. Groups are allowed a maximum of four meetings per semester. Available funding for these types of activities fall into 3 categories: Food, Supplies, Speaker Gifts:
   a) Food and Refreshments – Food will be reimbursed based on the number of RSVPs or the attendance list, whichever is greater. It behooves student group leaders to get RSVPs to better predict how much money can be spent.
<table>
<thead>
<tr>
<th># of Attendees</th>
<th>Maximum Amount Available for Reimbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-15 people</td>
<td>$45.00</td>
</tr>
<tr>
<td>16-20 people</td>
<td>$60.00</td>
</tr>
<tr>
<td>21-25 people</td>
<td>$75.00</td>
</tr>
<tr>
<td>26-30 people</td>
<td>$90.00</td>
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<tr>
<td>31-35 people</td>
<td>$103.00</td>
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<tr>
<td>36-40 people</td>
<td>$116.00</td>
</tr>
<tr>
<td>41-45 people</td>
<td>$129.00</td>
</tr>
<tr>
<td>45-50 people</td>
<td>$142.00</td>
</tr>
<tr>
<td>51-55 people</td>
<td>$155.00</td>
</tr>
<tr>
<td>55-60 people</td>
<td>$168.00</td>
</tr>
<tr>
<td>&gt; 60 people</td>
<td>$180.00</td>
</tr>
</tbody>
</table>

Attendance sheets or ticket sale lists are mandatory for all events. Only DUCOM students count towards attendance. The SGA requires that a minimum of 10 DUCOM students attend a meeting in order to qualify for funding.

b) **Internal Speaker Gifts** – The SGA will not fund fees or honoraria to Drexel University or Drexel University College of Medicine affiliated faculty, employees, alumni, or students. A maximum of $25 may be used to buy a speaker gift. AS PER DREXEL UNIVERSITY GUIDELINES, SPEAKER GIFTS MAY NOT INCLUDE GIFT CERTIFICATES OR GIFT CARDS.

2) **External Speakers** – A maximum of $500 is available for external (non-Drexel) speakers. This amount is available for speaking fees, and accommodations and transport for speakers who live outside the Philadelphia area. Requests for funding of External Speakers must include:
   i) A copy of the speaker’s expected fee
   ii) Documentation estimating the cost of transportation and lodging for the speaker (e.g., copy of an Expedia price quote.)

3) **Conferences** – Groups may apply to attend up to 2 conferences per semester. Conference attendance must be open to all students. A full description of the conference must be included in the BRF, along with the name of the students who are expected to attend (if known at the time of submission). The SGA will reimburse the costs for up to 2 students to attend each conference. The amount of reimbursement, per student is:
   a) Hotel Accommodations per night for a maximum of 2 nights: $125.00
   b) Transportation:
      i) By train or bus: $50.00
      ii) By car: up to $0.23/mile
      iii) By airplane:
         (1) East of the Mississippi: $200
         (2) West of the Mississippi: $325
   c) Conference registration fees: $50

For travel by car, do not submit gas receipts. Rather, submit the driving directions from MapQuest, GoogleMaps, etc. that includes the number of miles between your home and the conference.

4) **Miscellaneous Items** – This section is for any planned event that does not fall in the previous 3 categories.
   a) Any additional necessary meetings beyond the normal five will be considered in the Miscellaneous and Special Requests section of the BRF
   b) If your group is hosting a combined meeting with people from other schools, please detail this information (numbers from Drexel, expected contributions) in this section of the BRF

For individual Student Group sponsored events, please use the single group BRF
The SGA highly encourages groups to collaborate with one another to sponsor events. For events that will be sponsored by multiple Student Groups, please use the multi group BRF.
Both of these can be found on the SGA site under budget request in SGA finance.
SGA TIPS FOR PREPARING BUDGETS

A good rule of thumb to follow is: if a stranger had your budget, could he or she go shopping and get EXACTLY what you wanted? In other words, we’d like to see as detailed a shopping list as possible.

1. Provide a detailed and itemized budget that includes the exact cost of each item
2. State the number of each item to be purchased;
3. Be prepared to answer questions concerning where you found your prices.
4. Do not round prices; (If it costs $1.99, do not record $2.00)
5. Inquire if food is from a restaurant, if plates, napkins, and utensils will be provided at no cost.
6. Make sure you are not requesting tax dollars back in your RRF
7. Delivery fees and modest tips can also be reimbursed (make sure those are written on the receipt)
Requesting a Copy of DUCOM’s Tax Exemption Certificate

Under new rules, imposed July of 2009, the SGA will no longer be reimbursing students for taxes paid on most, non-food, items.

In order to avoid paying taxes on items purchased for Student Group and/or Class activities, a Pennsylvania Tax Exemption Certificate must be requested. This form should be presented to the vendor at check out.

In order to obtain a Tax Exemption Certificate, a request must be submitted on-line at least 4 business days prior to the intended date of purchase. The request for this certificate can be found on the SGA Finance site.

Information required for the Tax Exemption Certificate includes:
- Name of student making the request
- Student’s email
- Student’s phone #
- Full group name (no acronyms!)
- Vendor’s name
- Vendor’s address (street, city, state, zip)
- Date of purchase

After the Certificate has been prepared, the person requesting the certificate will receive e-mail notification that their Certificate is ready.

Certificates can be picked up outside the SGA office (across from the gym, toward the back of the building, down the hallway by the bookstore) or emailed to the provided email address.

**NOTE – Improper use of Drexel’s tax exemption status will not be tolerated. Any reports of such usage will be considered grounds for an Honor’s Court violation, and will lead to rescinding the applicable club’s budget.**
Preferred Vendors

Under new rules, imposed July of 2009, the SGA will no longer be reimbursing students for taxes paid on most items.

The following contains a list of the vendors used most often by SGA-related groups, and explains how to work with them under the new tax exempt regime.

Slices Pizza – Slices is our “preferred pizza vendor”. They have a copy of our tax exemption certificate on-file. When ordering for an SGA-related event, tell the person taking your order that the tax exemption should be applied.

Frank’s Pizza – Just as delicious or more, Drexel students save 10%

Staples – The SGA has a business account with Staples. The account contains our tax ID number. The card is held by Andrew Lin (ducomsegatreasurer@gmail.com). To use the card, contact Andrew at least 4 business days before you plan to go.

For all others, a tax exemption form will be required. At most stores, the form can be presented at the check-out counter, and the tax exemption will be applied there. To obtain a tax exemption form, fill out a request on the SGA Finance Page

NOTE – Improper use of Drexel’s tax exemption status will not be tolerated. Any reports of such usage will be considered grounds for an Honor’s Court violation, and will lead to rescinding the applicable club’s budget.
Reimbursement Requests

Requests for reimbursements must be made no longer than 2 weeks after the event has taken place.

A Request for Reimbursement Form (RRF) is available on the SGA website under the finance tab.

In order for reimbursement requests to be fulfilled, they must include:

- A completed and signed RRF
- Original receipts, taped to a blank sheet of 8½” x 11½” paper (please include only items purchased for SGA reimbursement on the submitted receipt(s). Submitting receipts that have both SGA-related and personal items is not accepted by Drexel’s Finance Department.)
- Attendance sheet from the event (original only, no photocopies)
- All other supporting documentation for conferences and/or external speakers

Any RRF that does not include all of the above supporting documentation will be returned as “rejected”.

RRF’s must be left in the “Drop Off Box” outside the SGA office, across from the Fitness Center at the back of the building, down the hallway by the bookstore.

Reimbursements are made by check via the mail. Expect 2 to 6 weeks for reimbursement.
Making Deposits

There is one SGA General Fund, which holds funds for all Student Groups, Classes and Events. Any checks to be deposited into this account should be made out to “DUCOM SGA”.

Deposits are made at the cashier’s office at either:
- Queen Lane (near the Registrar’s office)
- Center City in the NCB
- University City

Deposits should be made using the form on the SGA site under the finance tab
- The Fund and Organization Codes have been filled in to reflect the SGA General Account.
- Mike Lombardo will fill in the applicable Account Code when she signs the form, before it is taken to the cashier’s office.
- Mike Lombardo must sign the form before a deposit can be made.

Each deposit should include:
- Original deposit form signed by Mike + one photocopy with Mike’s signature
- The original checks being deposited
- Two photocopies of any checks being deposited (One copy goes with the originals to be deposited with the cashier. The other copy goes to the Treasurer)
- The cash being deposited

When you make your deposit with the cashier, he/she will sign one copy of the Deposit Form and return it to you.

After making your deposit with the cashier, submit the following to the SGA Treasurer:
- A copy of the Deposit Form with Mike Lombardo’s and the Cashier’s signature
- A copy of any checks deposited

These can be dropped off in the mail slot outside the SGA office (across from the gym, toward the back of the building, down the hallway by the bookstore).
Frequently Asked Questions

Q: What is my Student ID Number, and where can I find it?
A: Your Student ID Number is an 8-digit number provided by Drexel. It is NOT your 9-digit Social Security Number. This is the most common error on Reimbursement Request Forms, and reimbursements cannot be made without the student’s ID number. If you don’t know your ID number, the easiest way that I know to find it is one:

- Once logged into http://one.drexel.edu, select the “Students” tab at the top of the screen,
- Select “Check Your Registration Information” on the upper, left-hand side
- On the next screen, you will see your name on the right-hand side. Your 8-digit Student ID Number precedes your name.

Q: Why didn’t I get reimbursed for all the money I requested?
A: Unfortunately, I received 60-80 reimbursements each month, and simply don’t have the time to write emails explaining why reimbursements and requests don’t match up. Those kinds of explanations are quite difficult to put into writing, and take too much time to create. The main reasons for such discrepancies are:
- Sales Tax: Drexel will not reimburse students for sales tax on any items aside from food, travel and accommodation expenses. If you did not request/get/use a tax exempt form, there is no way to be reimbursed for sales tax paid.
- Confusion between amount budgeted, amount available, amount spent, etc. Admittedly, this is difficult, so I will try to provide some concrete examples. Before that, allow me explain the system for limiting funding based on student number and how that fits into budgeting. At the beginning of the semester, we ask each student group to prepare a budget, based on anticipated activities and participants. We need this budget to know how funds can be allocated among the 50+ active student groups, as well as other areas of funding for the SGA (parties, panels, events, etc.) We look at event funding on a per attendee basis to ensure that each group is getting the same level of funding, regardless of turnout. It isn’t fair for a group that gets fewer attendees than they expected to spend more per person than a group that gets its expected turnout. The bottom line is that we try to ensure equality and equanimity across all of our student groups.

<table>
<thead>
<tr>
<th>Example 1</th>
<th>Example 2</th>
<th>Example 3</th>
<th>Example 4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Approved Budget</strong></td>
<td>$103</td>
<td>$103</td>
<td>$103</td>
</tr>
<tr>
<td>(31-35 people)</td>
<td>(31-35 people)</td>
<td>(31-35 people)</td>
<td>(31-35 people)</td>
</tr>
<tr>
<td><strong># of RSVPs</strong></td>
<td>33 people = $103</td>
<td>27 people = $90</td>
<td>50 people = $136</td>
</tr>
<tr>
<td><strong># of Attendees</strong></td>
<td>27 people = $90</td>
<td>18 people = $60</td>
<td>42 people = $129</td>
</tr>
<tr>
<td><strong>Spending Limit</strong></td>
<td>$103</td>
<td>$90</td>
<td>$103</td>
</tr>
<tr>
<td><strong>Explanation</strong></td>
<td>Groups are not penalized if fewer people show up than RSVP. (Keep records of RSVPs, as the SGA may request proof of the # of students who have RSVP’d)</td>
<td>The maximum amount available is the greater of the # of attendees or RSVPs, so long as that amount doesn’t exceed the amount in the budget</td>
<td>Regardless of how many people RSVP or attend, the maximum amount available is capped at the amount budgeted.</td>
</tr>
</tbody>
</table>

Remember that the money from the SGA is meant to help support meetings, not necessarily to subsidize them completely. Student groups are encouraged to fundraise if they feel that the amount of funding from the SGA will not be sufficient to cover their anticipated expenses. Groups that have raised money and deposited into the SGA account, can do whatever they want with it and are not bound by the SGA spending limits. When preparing the Reimbursement Request Form, these groups should enter the amount of funding that will come from their own money in the applicable space.

Q: Will the SGA pay for something directly so I don’t have to pay for it and wait weeks for reimbursement?
A: While the SGA does have a credit card, it would be impossible to manage using it to pay for all student group/class related events. In the event of a large purchase, for which a student doesn’t feel he/she can bear the financial burden of waiting a few weeks for repayment, contact the SGA Treasurer directly (DUCOMSGATreasurer@gmail.com) to see what alternatives are possible.
Q: The receipt won’t fit on one page, and why do I have to tape it anyway?
A: Try to trim the top and bottom of the receipt. So long as we see the vendor’s details on the top, and the total amount spent on the bottom, anything above/below that information is not useful. If the receipt still doesn’t fit, cut it in half and tape both halves to the blank paper.

We need receipts to conform what was bought by students who are asking for reimbursement. I make photocopies of all receipts, RRF’s, etc. before sending them to Drexel’s Finance Department, where the reimbursement check is written. In order to make the aforementioned photocopy, the page with the receipts cannot have staples in the middle of the paper which would make it difficult/impossible to photocopy using an automated sheet feeder.

Please send any SGA Finance questions to DUCOMSGATreasurer@gmail.com