

Executive End of Year Report | Treasurer – Jesse Wren | 2020 - 2021

Congratulations on being appointed Treasurer of Student Government by the newly elected President and Vice President! In the following pages, you will find insight, suggestions, and helpful tips passed on from previous treasurers down to me. By the end of your term, you will have additional information to add to this growing guide of information.

Now that you have a leadership role in Student Government, there are a few trade secrets important to keep in mind. First, do not freak out at any time. It is not worth the additional stress it may cause you or those around you. You have an entire Google drive of useful information, the rest of your executive board, myself, and Laura Bates at your disposal. It is totally okay to not know what you are doing and ask questions. Secondly, your direct contact (as of the time this was written) is Laura Bates. There will be a section of this document dedicated on how to be as productive as you can with Laura. Finally, strive to make a community among your executive board. Support each other in decisions moving forward. It will make your time as treasurer much more enjoyable.

Keep in mind that this is a growing and changing document. Multiple versions of it are stored in the treasurer folder on google drive to keep it malleable. Please keep the information relevant and positive as you pass it along.

THE BASICS

Writing a Budget:

Laura is going to be your best friend. Meet with her as soon as you can either in person or virtually starting in **July**. She has access to the most accurate budget after deposits and payments. Feel free to make a draft based on the estimated enrollment but make sure you sit down with Laura and look it over closely before bringing the budget up for a first read in the fall. In addition to Laura, I would suggest that you reach out to your President and Vice President for their endorsement. They might have specific projects and initiatives that they would like to see funded. Second, I would suggest that you have committee chairs give you a rough estimate of their anticipated budget beforehand as well. It is ideal to have their vision in mind when crafting the budget - some committees will simply need more funding than others.

Treasurer Folder:

Make sure that the previous treasurer shares this very important folder with you. It has fund request forms (FRFs), past budgets and ledgers, the money spending form, reports, receipts, invoices, passwords, and other miscellaneous helpful items. Make sure to keep it organized and add to it anything you deem important for the next treasurer.

Fund Request Forms (FRFs):

A Funds Request Form is the most basic skill you must have as treasurer. At this point in time, it is a google sheet form titled "Copy of FRF" and it is located in the treasurer drive. I have created an online google form for the body to fill out when they are requesting to buy something. The link is in the folder. The previous treasurer will need to make you a collaborator on the document. *Make sure you have your emails set up to receive notifications whenever someone fills it out.* You will first make a copy of the Copy of FRF, yes a copy of the copy, and then you will change the name of one of the sheets to whatever you are requesting funds for. You will request funds for everything **excluding Sodexo orders and Publication orders**. This includes ordering online items, office supplies, reimbursements, transferring money to a different organization, etc. You need to fill out an FRF for everything (other than the two excursions above). It is easiest if you make the chairs fill out a version of the FRF as well. If it's just a general purchase with no event date, leave it blank. In the *business* section, you **must** describe the who, what, when, where, and why. Once you fill it out, export it as a PDF, email it to Laura with any additional supporting documents like screenshots, invoices, or links. Once you email it off, consider the money spent and annotate the budget accordingly.

Types of Fund Request Forms (FRFs):

There are six types of fund request forms (FRFs): purchase order, online purchase of supply order/programming materials, reimbursement, printed material/public relations order, budget transfer, or award/prize.

- **Purchase Order:** A promise of payment to a vendor for a good or service.
- **Online Purchase/Programming Materials:** These are online orders and always require screenshots and item specifics as well as price quote information (i.e. who, where, and amounts) if applicable.

- **Reimbursement:** Repayment to an individual or group for purchase made in advance; original receipts and banner number is required. Please list Banner Number in the Business Purpose.
- **Printed Material/Public Relations:** Purchase of promotional materials. Specific artwork and approval of artwork from publications need to be submitted. Also include price quote information (i.e. who, where, and amounts).
- **Budget Transfer:** Transfer of funds from one budget to another.
- **Award/Prize:** A prize or award given to an individual or group. A completed prize pre-approval form needs to be submitted as well.

T-Shirt Orders:

Avoid t-shirt orders in appropriations. Here is a list of the vendors that the university uses:

Purchase of Printed T-Shirts and Apparel

Purchasing is working on projects to streamline and save time for departments. Our most recent project identified four vendors for the purchase of printed t-shirts and other apparel. A Request for Proposal was issued, and campus representatives evaluated these proposals. The following vendors were awarded contracts for their services:

<u>Name</u>	<u>Contact Person</u>	<u>Phone Number</u>	<u>Email</u>
Ad-Wear	David Tanenbaum	713.953.9881	david@adweartex.com
D&J's Enterprises	Gretchen Tillman	660.665.8001	Gretchen@dandjsenterprises.com
St. Albans Promotions	Dan Flanagan	314.795.1403	dflanagan01@earthlink.net
The Flying Cow	Andrena	573.874.0185	info@theflyingcow.com or
	Mallorye Looten		mlooten@mocotton.com

To place an order, office must contact any of the four vendors to request a quote then requisition the order.

Appropriations:

1. You will receive an application via email.
 - a. You can find the login information in the folder titled "Reports and Gen. Info" in the Treasurer Shared Drive.
 - b. Check this email frequently. Applicants **must** be notified whether or not the application has been accepted by no more than three weeks when the University is in session after funding has been requested.
2. Skim the application, and then send it to Laura for any red flags.
3. Discuss the application with your committee.

- a. The committee must consist of two appointed voting senators, one student at large unaffiliated with fee-based organizations, and a fourth member who is either a student at large or a voting senator.
- b. You will serve as the committee chair. You do not have a vote unless there is a tie.
- c. WE DO NOT JUDGE ON CONTENT.
 - i. If you do not agree with the message (i.e. political message), that is not a valid reason for denying funding.
- d. Some good questions to guide the discussion are:
 - i. How many students will this reach?
 - ii. Are they having the event off or on campus?
 - iii. Is this open to the campus community?
4. Write the slate and send it to the Speaker of the Student Senate.
 - a. Reference the folder titled "Appropriations" in the Treasurer Shared Drive.

Other Important Things

1. Collaborate and meet with the treasurer of Student Activities Board and Funds Allotment Council at least once per semester.
2. Write and sponsor resolutions for any expenditures over \$2,000.00.
3. Reach out to your chairs as often as possible.
4. A more comprehensive guide on how to spend money is included in the shared drive under "Funds Request Procedure Guide." Do not hesitate to make updates to this document.

Crises:

Mistakes happen. Stay calm and address the concern at hand. Here are a few questions to ask yourself in times of a crisis:

1. Is the problem your own fault?
 - a. It happens, it's okay, we are all learning here.
2. Has a past treasurer gone through a similar problem?
 - a. Do a quick look through the google drive to see if this is something that they have solved and you might be able to follow their trail in.
3. Have you messaged Laura yet?

- a. She will respond to you when she can. She is a very busy lady.
- 4. Still looking for reassurance or help?
 - a. Reach out to the past treasurers, too. It's very possible that they have gone through something similar, or worse, and will help you calm down in the very least.
 - b. They can be hard to reach, so this should only be attempted when necessary.

You have got this! Congratulations and best wishes for an incredible year on Student Government.

Respectfully Submitted,
Jesse Wren, Treasurer