Treasurer’s Handbook
INTRODUCTION

Dear Student Leader:

This handbook is a useful guide that will aide you in your role as student leaders. As someone with signatory power you will serve an important role for both your club and for the Student Association (SA). You will be responsible for the financial well-being and integrity of your organization. The responsibilities require that you devote a considerable amount of your time. Nearly all activities and events that your organization decides to carry out will require money. As such, your members will depend on you and your leadership to ensure your club has the tools and resources necessary to carry out it’s mission.

To officially gain signatory power for your club, you must be certified by the Office of the SA Comptroller. Both new and returning treasurers and presidents must be recertified on an annual basis as policies and procedures have changed from last year. Be sure to read this handbook very carefully as you must pass the Treasurer’s Exam, which is comprehensive, to be certified. The test will be much different from years past. It will test your knowledge of the material in this handbook and prove to us that you can handle the duties that come with being a signatory power for a SA recognized organization. A passing grade on this exam is anything above 80%. You are only allowed to have two attempts to take this exam. If you fail both times a new Treasurer and/or President will need to be selected from your organization.

All the answers to the test come straight from this handbook. So it is in your best interest to learn the material. With that said, if and when you pass the exam you will still find this handbook useful in dealing with the finances of your organization. Most of the rules, regulations, and policies that you will need to follow throughout the year are all in this handbook. Furthermore, if throughout the year the Office of the Comptroller finds that there are reoccurring violations of anything mentioned in this handbook your organization will be penalized. This will most likely include, but is not limited to, the freezing of your account until the problem is resolved.

Should you ever have any questions, comments, or concerns, you are encouraged to set up an appointment at the SA Office (Campus Center West B-84). Any questions, comments, or concerns can also be directed to sacomptroller@albany.edu.

Best of luck to you and I am looking forward to a great year!

Sincerely,

Patrick Carroll

Comptroller 2018-2019
Student Association
University at Albany
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SECTION 1: THE BASICS

The Treasurer’s Responsibilities

1. In order to receive access to your group’s finances you will first need to read this handbook and pass a comprehensive treasurer’s exam (more on that later).

2. Keep accurate and up-to-date financial records for your club. You are expected to create and keep an independent financial record and provide it to the SA Comptroller’s Office upon request (Use Excel).

3. Submit purchase requests to the Comptroller’s office in a timely fashion (minimum three weeks). If you’re late paying a vendor, the Student Association’s reputation and credit will be damaged. If your club makes a habit of it, your budget will be frozen.

4. All contracts require the Student Association President & Comptroller’s signature in order to be paid with your group funds. Under no circumstance should any student organization member sign a contract or enter into an agreement on behalf of the Student Association.

5. All purchase requests require proper documentation which would include but not limited to a contract, a w-9 form, an invoice, a receipt, a quote, an email, a flyer, etc.

6. It is crucial that you understand the process of submitting and tracking purchase requests for your group. Please reference purchase request process in the “Understanding My-Involvement” section of this handbook.

7. You are responsible for formulating and submitting your group’s budget proposal (normally in the beginning of the spring semester) for the following fiscal year. There will be a mandatory informational training session in February. **If a budget is not submitted, you risk your group receiving no funding for the next two years.**

UNDERSTANDING MY-ININVOLVEMENT

The first step in successfully managing your budget is being able to navigate my-involvement. (here is the link: https://myinvolvement.org/).
Each recognized student group has a my-involvement page that looks similar to this:

![Image of the my-involvement page](image1.png)

Here you will be able to access the finance tab. After selecting “manage organization” my-involvement will direct you to a new page. There you will select the drop down option (three horizontal lines) on the upper left hand corner and select “finance.” Again, in order to receive access to this page you will be required to pass the treasurers exam.

![Image of the finance tab](image2.png)

The three ‘sections’ you will have access to are: “Purchase Requests”, “Accounts”, and “+ Create Purchase Request”
**Accounts**

This section will give you an overview of your club’s finances. Most groups will have two lines: one is your yearly allocation and the other is your income line. Unused allocated budgets disappear at the end of every fiscal year, whereas your income line can rollover from year to year.

- **Budget Allocation Line**: The budget that your group is allocated by Senate during the budget season (Approved Spring 2018 for FY 18-19. Approved Spring 2019 for FY 19-20). Money allocated from the appropriations committee will also show up here.

- **Income Line**: Money that your club earns. All money earned by your club must be submitted to University Auxiliary Services (UAS) within 24 hours of obtaining the funds.

*Please note that not all groups will have both, and some groups might have more*

By clicking on a budget line a page like the one below will be brought up...

![Account Details](image)

This page gives you an overview of the line. Specifically, it lays out all **requests** (subject, amount, approved amount, date approved, and status), **transactions** (Trans #, Type, Date, Available, Memo, Req. #), **the balance**, **encumbered funds**, and **available funds**.

“Available funds” is the most important number in determining whether your group can afford to make a specific purchase. “Encumbered funds” are funds that have been approved but not officially paid for.
This page is not always an accurate representation of what is available in your organization’s budget. This is why it is important to keep an independent record and regularly check your records with ours. You are responsible for ensuring your group stays within budget throughout the year. Failure to do so will result in consequences (i.e.; frozen budget, reduction in next year’s budget, etc.).

**Purchase Requests**

When you open up the finance tab it directs you to the Purchase Request page which shows all PR’s your group has submitted. All Purchase Requests (PR’s) must be entered into the My-Involvement system and approved by all necessary authorities or else they will not be paid by the Student Association. Below is the general path of an individual PR:

1. Submitted by group/organization/club’s (by someone with signatory power)
2. Reviewed by Comptroller-If approved, sent to Office of Student Involvement (OSI)
3. Reviewed by OSI’s financial manager – If approved, sent back to the Comptroller’s office
4. Transacted in My-Involvement by the Comptroller’s office
5. Sent to University Auxiliary Services (UAS) for the payment to be processed (Takes anywhere from 4-7 days after PR is received)
6. Once the check is sent and the office of the Comptroller receives the check number, the status of the PR is changed to “Completed” in My-Involvement

The life of a PR is long, complicated, and has a lot of moving parts to it. To avoid problems, submit them in a timely fashion (**a minimum of 3 weeks**).

Once you submit the PR please submit all the attached documentation (see pg. 11), within 24 hours of submission, to the SA Office. Please write down the PR number on the document before submission. If there are multiple documents, please staple them together and write the PR number on the first document. Free printing is provided to all student groups at Student Organization Resource Center (SORC) located in CC 183. Only after handing in these documents will the PR be considered officially submitted.

If you see a Purchase Request has yet to be approved 72 hours after submitting the documentation, please send an email to sacomptroller@albany.edu with the subject line “PR # needs approval”

**+ Create Purchase Request**

After selecting “Create Purchase Request” you will be directed to the Purchase Request Form. In order to get this form approved by all the necessary parties you will need to follow the guidelines laid out below.
Request Details (Refer to the screenshot above for the section below)

Subject:

The subject is the title of the PR. What are you requesting to pay for? Please include who you are paying and what you are paying them for.

Example 1: In the event Group X wants to have pizza at the next meeting the subject should be as followed: *Paeans Pizza for Informational meeting.*

Example 2: In the event Group Y wants to buy train tickets for a conference in NYC the subject should be as followed: *5 Amtrak Tickets to NYC for (name of conference/event)*

Example 3: In the event Group A wants to reimburse a member for the materials they paid for a fashion show the subject should be as followed: *Reimbursement for (Name).*

**Subject lines that are vague will be denied. But, be careful not to make it too long**

Requested Amount:

This is where you will place the cost of the item or service your group needs to purchase. All purchases need an invoice or quote prior to approval. The Student Association is a tax exempt 501 (c) non for profit organization, so we DO NOT pay the tax on any purchase. Please note this when submitting the requested amount.

Description

You will be required to write a few sentences on the Purchase Request. Answer the who, what, where, and why (longer than the subject, specific details, etc.). These should be 2-4 sentences long.

Account

The form allows you to choose which account you would like to draw the funds from. For most groups, the option is between your budgeted line, and income line (The Office of the Comptroller recommends taking out of the budgeted line, as it does not role over into the following fiscal year).
For groups that have more than two options, please select the most appropriate line for the Purchase Request.

**Categories** (The options not mentioned below do not apply to SA recognized organizations)

**Contractual Agreement**

This category is for when the vendor is an individual providing a service (most cases a DJ, or speaker, etc.). *Only the SA President and SA Comptroller may sign contracts on behalf of SA.* For this category you will have to get a W-9 form from the vendor, a signed contract, and an invoice in order for it to get approved. *(Please submit 3 weeks in advance)*

**Credit Card**

SA has a credit card available for groups to use. The credit card can only be used when there is no other way to pay for something. These PR’s must be submitted 3 weeks in advance. A more detailed credit card policy is laid out on Page 13.

**Donation**

Use this category when you are making a donation. Remember, you can only use club income to do this. Student Activity Fee funds allocated to your group cannot be donated.

**Purchase – No PO required**

Use this category when you want to make a purchase that we will pay with a check. This category signifies that you do not need to provide the payee with a Purchase Order. Please note that checks will normally take at least 2-3 weeks to get to the payee once submitted.

**Purchase – PO Required**

Use this category when the company you are buying from requires you to provide them with a Purchase Order. It is essentially an I.O.U from the Student Association. When approved, the funds will be encumbered. Once it is approved by the necessary parties you can print out the PR and give to the vendor in exchange for the good or service. *Please ask for a receipt after purchase and return to SA’s front desk.* Failure to do so will result in sanctions. Please see the ‘Accepted Vendors Section’ for what vendors accept PO’s.

**Reimbursement**

Use this category when you will need to reimburse someone for a purchase they made for the organization. Approvals of reimbursements are made at the discretion of the Comptroller. A reimbursement cannot be submitted by the Payee. An original physical receipt will need to be provided before approval. It must be clear that the payee was the person who paid for the good or service, and must be a physical receipt.

**Sodexo Request**

Use this category for when your organization would like to use Sodexo catering for an event. You will need to provide Sodexo with a PO. Only the Comptroller can enter into an agreement with Sodexo for your group’s event.

You must go to Sodexo three weeks in advance of an event to receive a quote. Once you receive the quote a PR must be submitted no later than 72 hours after you’ve received the quote. After the PR is reviewed and then approved, you must print out the PR that signifies the Comptroller has approved the PR. Similar to a PO, you will give this to Sodexo committing SA to paying for the amount approved on the PR to Sodexo.
**Payee Information (refer to the above screenshot for the section below)**

In this section you will provide us with the information of who is getting paid. This can be an individual or a company.

**Name**

In the case that the payee is an individual this section is self-explanatory. However, in the case that the payee is a company, please provide us with the legal name of the company in the “First Name” section.

**Address**

Please provide us with address you wish the payment to go to. UAS has a vendor who cuts and mails all checks. All checks must be mailed to the payee's address.

Please provide us with the address the payee would like the check mailed to. Check with the payee where they would like their check mailed to. Often times an invoice will indicate the address where a check should be mailed to.

Once the PR is submitted this cannot section cannot be changed.

**Tip: It is good practice to ask all payees what address they would like you to put down**
### Additional Information

**Invoice or Receipt Date**

This section is mandatory. Please provide us with the date that appears on the receipt, invoice or quote.

**Invoice Number**

Please provide us with an invoice number, if one is provided.

**Check Instructions**

Checks will only be mailed to the payee. Once a PR has been transacted, it gets sent to UAS. All PR’s transacted before 12pm on any given Monday will be processed and cut by Thursday, and then mailed.

FYI: When the Comptroller reviews and approves a PR, the My-Involvement system automatically generates an email indicating your PR is approved. This does not mean your check is ready.

*Answer the two questions as applied to your PR*
Federal ID # for vendor or an individual's social security#  
This section does not need to be filled out. It is covered by the W-9 form of the payee.

Upload File

This is where you will provide us with the proper documentation of the purchase you are requesting to be made. This includes, but is not limited to, invoices, quotes, receipts, event flyers, contracts, etc. All documents must be official and reflect the correct prices and information.

Failure to submit proper documentation will result in the PR being denied. In many cases, the two “upload file” sections will not be enough. In that case, create a word document and find a way to place all the necessary documents in it.

As long as all of the necessary documentation is provided, it can go in either “upload file” slot. Furthermore, if you were able to fit all of the necessary documentation onto one document, that file can go in both slots.

SECTION 2: YOUR BUDGET & APPROPRIATIONS

All recognized clubs are assigned a four-digit Student Association department number. **Clubs are not allowed to have outside bank accounts.**

Many student organizations are allocated an annual budget. After a group receives two consecutive semesters of “new and unfunded” funding, the group is eligible to apply for a budget. If approved by the Board of Finance and the Senate, this money will be available on My-Involve at the beginning of the academic year. All groups who have received a budget this year will be eligible to apply for one in the Spring.

If your group has not received an allocation this year, you must request funding from the appropriation committee’s “new and unfunded” line for two consecutive semesters. After that, your organization will be eligible for a budget (So, in order to be eligible to submit a budget request in Spring 2019 for FY 2019-2020, your group will have needed to receive new and
unfunded funding in Spring 2018 and Fall 2018). New and unfunded groups can only ask for $250/semester.

All Appropriation requests must be approved by the Appropriation Committee and Senate. The request form is available on the Senate My-Involvement page. The Office of the Comptroller will deposit the money into your account once it has gotten approved by the committee, the Senate, and signed by the President. You must have signatory power in order to submit a request (you must pass the treasurers exam).

Groups who are allocated a budget can request additional funding from the Appropriations committee “supplemental line”. The request can be of any amount. It is on a first come, first serve basis and funding is limited. The process is the same as for new and unfunded groups.

**SECTION 3: POLICES, GUIDES, & VENDORS**

**INCOME / MAKING DEPOSITS**

Any income earned by clubs **must** be deposited with UAS. **No outside bank accounts are permitted.**

- **A.** Checks should be made out to the Student Association with your [club name] listed in the memo line
- **B.** When making a deposit, you must bring your deposit along with a deposit form (available at SA or on My-Involvement).
- **C.** Money may then be deposited at **University Auxiliary Services (UAS) in the Campus Center.** You will receive a receipt of your deposit which you should hold onto for your records.
- **D.** PLEASE NOTE it will take approximately two weeks for the deposit to reflect in your income line on My-Involvement.

Any cash earned at a fundraiser or event must be deposited within 24 hours of the end of the fundraiser or event. If your event falls on a weekend, then the cash should be deposited on the next business day.

*If you wish to sell tickets to your event, please see University Tickets [link]*

**PRIOR APPROVAL**

*The following are instances in which you must receive Prior Approval 2 weeks in advance:*

1. **Gift/Awards:** This is used to authorize the purchase of gifts and/or awards in all situations. **NO GIFT CARDS** (If it is found that a group used SA money to buy a gift card your account will be frozen immediately).

2. **Senior Gifts:** Required if your club is buying gifts for graduating seniors. The Office of the SA Comptroller will review the request and respond back with either disapproval (with reason included) or an approval (with an amount allotted).

3. **Apparel:** This is used for the approval of any purchases of uniform or promotional apparel for your club (A more detailed policy is laid out on page 15).
(4). **Credit Card**: Any purchase needing the credit card will need prior approval (A more detailed policy is laid out on page 13).

**Procedure (For 1 & 2)**

1. Submit a Purchase Request with all of the necessary information.
2. Email the Comptroller for prior approval with the following information:
   a. Club Name / Department Number
   b. Vendor to be used / Vendor address
   c. Item to be purchased – *details* please
   d. How item will be used (for what event, for office, etc.)
   e. Amount of expenditure
   f. Type(s) of approval requested
   g. Purchase Request Number

**Please see “Apparel Policy” and “Credit Card Policy” for procedure on 3 & 4**

**CREDIT CARD**

The Student Association Credit Card does not leave the office and will not be used to pay for things that can be paid using other methods laid out in this handbook. The only people authorized to use the credit card are the Comptroller and the President of the Student Association. Credit Card Requests must be submitted at least 3 weeks in advance.

1. Sign up for a Credit Card request appointment at the SA office. These meeting will take no more than 5 min and no purchase will be made at that time.
2. The request will be sent to OSI where it will be reviewed.
3. After Approval from OSI, you will be notified by the Office of the Comptroller to set up an appointment to make the purchase.
4. Once the appointment is set please come prepared to make the purchase. Come with a laptop if you have access to one, and be prepared to submit a PR on the spot. These appointments cannot take more than 10-15 min.

The Credit Card process has changed from years past. It will take at least one week to get approval from OSI, one week to set up an appointment to make the purchase, and then by the time of the appointment it has been three weeks since your initial request.

The Office of the Comptroller highly recommends looking into other payment options if at all possible. Furthermore, please note that prices might change from the time of the initial request to the purchase appointment.

**Hotel Purchases**

Hotel rooms often require the purchase be made with a credit card. SA will only pay for the base rate of the hotel room fee when groups travel. SA will not be held responsible for additional
charges incurred (ie; extra service charges, room service, etc). Please note that most hotels require a credit card authorization form when using business credit cards. To avoid problems, the group will be responsible for giving that form to the Office of the Comptroller. It must be signed by the Student Association President, and filled out before the date of arrival. Failure to submit this form will result in your group being locked out of your room/s.

If there are extra charges on the account from your stay, SA will freeze your group's budget until a deposit is provided for the amount of the extra charges. I advise you ask for a copy of the final invoice from the hotel if they do not provide you one. If there are additional fees or charges, of any nature, ask for a written explanation of the charges.

Shipping

The Student Association does not pay for expedited shipping. It is crucial for you to submit requests in a timely fashion to ensure items arrive on time.

Receipts

All receipts for credit card purchases must be delivered to the Office of the Comptroller. For any online purchase the receipt should be emailed to sacomptroller@albany.edu.

REIMBURSEMENTS

Reimbursements can be denied at the discretion of the Comptroller. It is a good idea to talk to the office of the Comptroller before purchasing items with your own money, or a member’s money. Reimbursements are processed at the same rate as any other PR- No PO required. So, it can take anywhere from 3 weeks to 1 month for payment to be fulfilled.

Please note that any and all rules, regulations, and restrictions apply to reimbursements as well.

You will NOT be reimbursed if you do not provide a physical itemized receipt. You must submit a PR and receipt no more than one week after the purchase. The Student Association will not honor any reimbursement after that deadline.

***Itemized Receipts: ONLY itemized receipts are accepted. The Student Association will not reimburse without one.***

***You are never allowed to submit a reimbursement for yourself.***

***The payee address must be a permanent address to send a check to.***

CONTRACTS

When you are paying an individual for a service, (Examples: DJs, speakers, website creators and maintainers (i.e. webmasters), stylists for fashion shows or someone who created a flier for your event, etc) you will need the following:
a. **A W-9 form.** This form must include the Social Security Number (SSN) of the person performing or providing the service OR Tax Identification Number/Employee Identification Number (TIN/EIN) if the service provider is a business. The form should also include the permanent address of the service provider.

b. **An SA Contract.** All contracts must be signed by the President (Langie Cadesca) and the Comptroller (Patrick Carroll). This form is in the SA office or on My-Involvement. Again, even though you have signatory power for your organization you do not have signatory power for the Student Association. Any contractual agreement made without the signature of the President and the Comptroller is invalid and payment will not be fulfilled by the Student Association.

Purchase Requests that require a contractual agreement are required to be submitted at least 3 weeks in advance. You can find these forms at the SA office or on My-Involvement.

**TAXES AND TAX EXEMPT STATUS**

The Student Association is a tax-exempt 501 (c)3 organization. We do not pay the tax on any purchases. A tax exempt form is available at the SA office for PO Purchases, or any other purchases you might need it for.

**TRAVEL**

Section 518 of the Student Association by-laws state that: “All students who host events off campus travel at their own risk. Students who utilize their own vehicles and/or a vehicle at their use shall hold harmless the Student Association of the State University of New York at Albany, Inc.; the University at Albany, SUNY; the State University of New York; and associated agencies of the State of New York. For out-of-state students, proof of insurance to follow New York State must be provided in addition to licenses”

It also states that: “The student driver and the Student Association agree with the number of miles driven; there shall be no reimbursement for vehicular use.” Please note these policies when making travel arrangements.

**APPAREL**

Any purchase made with the Student Activity fee must follow strict guidelines. These guidelines make it difficult for organizations to buy apparel. This is especially true if the apparel is being customized for individuals in the organization.

In order to buy Apparel for your organization you must make a formal written request outlining why the purchase of the Apparel is necessary. The Office of the Comptroller will review the request and either approve, deny with reason (subject to appeal), or outright deny. The Office of the Comptroller will review these requests, like all, with the principals of viewpoint neutrality.
SPENDING RESTRICTIONS

Alcohol & Cigarettes – The Student Association allocated budget for your group cannot and will not be used to reimburse for the purchase of any alcohol or tobacco products in any circumstances.

Personal Property – Clubs cannot purchase item(s) for exclusive use by an individual or group of individuals for the purpose of giving them away. All items purchased by organizations must either be securely stored by the organization at large, or sold.

Scholarship & Tuition – The student activity fee, and/or revenue generated there from, cannot be utilized to grant scholarships* or tuition assistance. (*Some exceptions for UAlbany sanctioned scholarships may apply; see Comptroller.)

Excessive Gift/Award Costs – Gifts and awards may not exceed $200 in value per year of your club’s SA-allocated budget. These gifts may not be given as cash. A list of recipients, with their contact information and student id #s, must be submitted along with an explanation for the gift/award. No SA officer shall receive any gift from their own Department. All gifts must be pre-approved by the Office of the SA Comptroller.

Excessive Food Costs – Barring unusual circumstances, including but not limited to special dietary needs, clubs cannot purchase food or catering for events or meetings that exceeds a $20 per person limit.

*The Comptroller can also deny any request at his discretion*

INSURANCE

Anytime an outside contractor of any sort is brought to campus by an SA club, they must provide the SA with proof of General Liability insurance.

When organizing this type of event, have the company send you a Certificate of Insurance made out to the Student Association at the University at Albany, listing the following as additionally insured: The Student Association at the State University of New York at Albany, the State University of New York at Albany, the State University of New York, and the State of New York.

Ask for exactly what’s above; the company should understand what it means. Submit a copy of the Insurance Certificate to the Office of the SA Comptroller two (2) – four (4) weeks before the event, along with the performance contract.

APPROVED VENDORS (Accepts POs)
Below are vendors that cannot be substituted for other vendors who provide the same service. Exceptions can be made for extenuating circumstance (ie; one of the vendors below does not sell what you need). This list is subject to change.

Food
- Price Chopper- 1706 Western Ave, Guilderland, NY 12203
- Paseans Pizza- Ontario Ave. location
- Sodexho

Apparel/Decorations
- Custom Ink
- Party City

BOARD OF FINANCE
The Board of Finance is a committee of the Student Association that is independent of the three main branches. The Board is made up of 7 students- 3 appointed by the President of the Student Association, and 4 appointed by the Chair of the Student Association Senate.

During the year the Board will solicit input from the leadership of SA and each student group that is eligible for funding, formulate and create the budget of the $2.72 million student activity fee money. Each spring the Board of Finance evaluates all budget requests submitted by eligible groups and makes a final recommendation to the Senate for approval. The Board of Finance also oversees the Office of the Comptroller. Any complaints, comments, and or concerns about how the office is being run should be directed to them.

TREASURERS EXAM
Beginning in on the first day of classes, you may come to the SA Office at your leisure to gain access to the Treasurers Exam. It will be made available to you on blackboard. No treasurers will be certified after March (This is in the event that a treasurer steps down and a new one is needed). All groups are required to have two signatory officers.

This is exam will be comprehensive. It will contain mostly multiple choice and test you knowledge of the Treasurers Handbook. If a president or treasurer fails the exam, they must retake the exam. They will be allowed to retake it one time. If a treasurer or president fails the exam a second time, the group must find a new treasurer or president.

Someone that is not knowledgeable about SA financial policy will not be allowed to manage the budget of a group. As the president of a club, you should be just as aware of your club’s financial standing as your treasurer is. With that said, the president should only initiate PR’s in the event of a reimbursement payable to the treasurer.

GENERAL STUDENT ASSOCIATION GOVERNING
The Student Association is made up of three branches (Executive, Legislative, and Judicial). For the purposes of dealing with finances, it is important to note that the SA Senate (Legislative branch), is responsible for approving budgets, line transfers, etc. The Office of the Comptroller is there to ensure SA’s budget gets spent the way senate has intended for it to be spent, and follow the rules and guidelines set by the Senate. Those rules and guidelines are laid out in the Student Association By-Laws (specifically the 500 section). The 500 section is also useful to read as it gives you more insight on how SA finances work (However, this is not required).

EMAILS

When sending emails to the Comptroller please be as specific in the subject as possible (ie; Not “Purchase Request”). Include PR #’s, vendor names, the club you are emailing on behalf, etc. There are over 100 student groups who have been afforded a budget this year, all with two signatory powers each, and the email gets flooded with inquiries. Specific subject lines make it easier to organize and in turn allows the office to better address inquiries (Rule of thumb: Specific; but brief).

In the body of your email assume the person reading it knows nothing about your situation. Give specific details of your inquiry and include any and all attachments (invoices, quotes, receipts, contracts, etc) that apply.

VIEWPOINT NEUTRALITY

All decisions made by the Office of the Comptroller, the Student Association Board of Finance, the Student Association Senate, the Student Association President, the Student Association as a whole, or any other officer or employee of the Student Association with regard to funding recognized student groups in the budget and/or in the New and Unfunded Groups Line and/or in the Supplemental Appropriations Line and/or any decision with regard to funding shall be made in accordance with the principle of Viewpoint Neutrality. Every such funding decision shall be made in accordance with every procedural requirement for making such decisions, and shall be made without considering the viewpoint or ideology expressed by the recipient of the funds.

The principle of Viewpoint Neutrality will be implemented and compiled by the Senate Appropriations Committee, the Board of Finance, the Student Association Senate, the Student Association President, the Student Association Comptroller, and every other officer or employee of the Student Association wherein funding decisions concerning recognized student groups videotape, stenographer, or other similarly reliable means.

All documents concerning the decision to deny funding to a recognized student group and the record of the meeting of the Student Association Senate shall be made available to any representative of the recognized student group or any student within two (2) weeks of receipt of a written request and upon payment of reasonable copying charges.

Upon request by any recognized student group whose applications for funding has been denied, the Student Association Senate shall provide a written statement of its reasons for denial within ten (10) days after the next regularly scheduled meeting of the Student Association Senate has adjourned. Any decisions by the Appropriations Committee, the Board of Finance, the Student Association Senate, the Student Association President, the Student Association Comptroller, or
any other officer or employee of the Student Association that violates the principle of Viewpoint Neutrality shall be invalid and null and void.

However, nothing herein shall be interpreted to mean that the Student Association is required to fund every recognized student organization simply because they have completed an application for funding, as long as the decision is made without considering the Viewpoint or the ideology expressed by the applicant for the funds. The requirement of Viewpoint Neutrality by the Student Association in making all funding decisions for recognized student organizations may be appealed to the Supreme Court of the Student Association pursuant to the Judicial Policy, and the Supreme Court shall enforce the requirement of Viewpoint Neutrality in making such decisions.

**MISCELLANEOUS**

*Freezing your Budget* – The Comptroller reserves the right to freeze any group’s budget at any time, as a result of violating any policies enumerated in this handbook or in the Student Association Bylaws. The budget will remain frozen until the reason for the freeze has been sufficiently satisfied. All group’s budgets will begin the year as frozen. The budget will remain frozen until the treasurer has passed the Finance Exam. Student Groups will have until the midterm point in each semester to pass the exam.

*Off Campus Events* – Any time you hold an event off campus, you must inform the Office of the SA Comptroller and the Office of Student Involvement for insurance purposes. Any club that holds an event off campus without informing the Office of SA Comptroller will be put on probationary status.

*Ticket Sales* – To prevent theft of ticket money and also to have internal control over tickets sold for events, **all ticket sales must be overseen by University Tickets.**

a. On the date of your event, a signatory officer may come and sign out tickets to be sold at the door (if your event is Saturday, you may sign out tickets Friday by close of business – **by 3:00**). **Under no other circumstances will you be allowed to sign out tickets to sell prior to your event date (no exceptions).** The signatory officer will acknowledge the ticket numbers that they sign out and by doing so agrees to take fiscal responsibility for the tickets in hand (i.e. if you do not return with money matching ticket sales you are responsible for that money).

b. You are responsible for selling tickets in the order they were given to you, for the correct price, and for keeping a log of these sales which is clear, legible, and in order. Within 24 hours of the event all proceeds from ticket sales, as well as any remaining tickets, and ticket logs must be returned to the ticket window for review (or next business day if your event took place on a weekend). If tickets are missing and money is not accounted for, the person who signed out the tickets is responsible for that. Failure to adhere to these guidelines will result in your budget being frozen and possible disciplinary action on the individual responsible. Also note that if you wish to provide tickets to certain members for free **a list must be submitted to the comptroller’s office and approved when the ticket request is submitted.**
**Overdue Bills Finance Charge** – If you do not pay a bill on time and SA receives a late notice, the SA will automatically pay that bill, but will charge your group a **10% late fee**.

**Cooking Events** – If your organization wishes to cook food for an event, please speak with the UA Dining Services personnel. They have very specific health codes to follow such as: all eggs, meat and dairy products must be purchased through them.

**Student Association Logo** – All signs and publications made by organizations **MUST** have either the **Student Association Logo or the words, “Your Student Activity Fee At Work!”** clearly printed. If your posters do not have this logo on it, then your posters/signs/publications will be removed and disposed of from the premises of the campus by the Office of Student Involvement.

**Equipment Inventory** – Anytime your club purchases a significant piece of equipment (computer, printer, desk, camera, musical instrument, etc.), you must submit an **EQUIPMENT INVENTORY UPDATE** from. This can be downloaded and printed from online, and should be submitted to the Office of the SA Comptroller.

**Financial Records** – All clubs will still be required to keep some form of records that must be available for inspection/audit by the SA Comptroller at any time.

**Advertising Giveaways** – If your group is going to be giving anything away at your event (e.g. a raffle, a prize for a competition, etc), you must advertise that on the flyer for the event. Also, you must submit documentation to the SA Comptroller of the student(s) who won the giveaway along with their student ID number and their email. The Comptroller reserves the right to freeze the groups budget if this policy is not followed
SECTION 4: A FINAL WORD

Thank you for taking the time to go through these policies in their entirety. This is certainly an overwhelming amount of information being thrown at you. However, knowing, and understanding how the finance world of SA works will ensure your organization remains successful. When the finances of SA are running smoothly we are better able to provide the tools and resources that all students and organizations need in order to carry out their goals. Learning this information is not glamorous. I will admit it is extremely boring and dry information and nobody will thank you for learning it. But, there is arguably no more important factor in achieving your organization’s goals than having someone in the organization who knows this information. Be that person!

As a side note, I encourage you all to teach these things to as many of your members as possible. In the Spring of 2019, your groups will hold elections, and the potential officers of the 2019-2020 academic year might find this information useful. It will also support the continued success of your club, and the Student Association as a whole. Please know that the entire Comptroller’s office, and SA Executive Office Manager (Shannon Beal) are here to help. The easiest way to avoid problems is to ask questions. If you are unsure about something, ASK about it. When in doubt, just ask.

Again, congratulations on being given such an important student leader role. I wish you all the best of luck with your organization’s finances and I am looking forward to working with you!

Sincerely,

Patrick Carroll

Comptroller 2018-2019
Student Association
University at Albany