

Budgeting Help Session

1/29 - 1/31

Student Activities Funding Commission

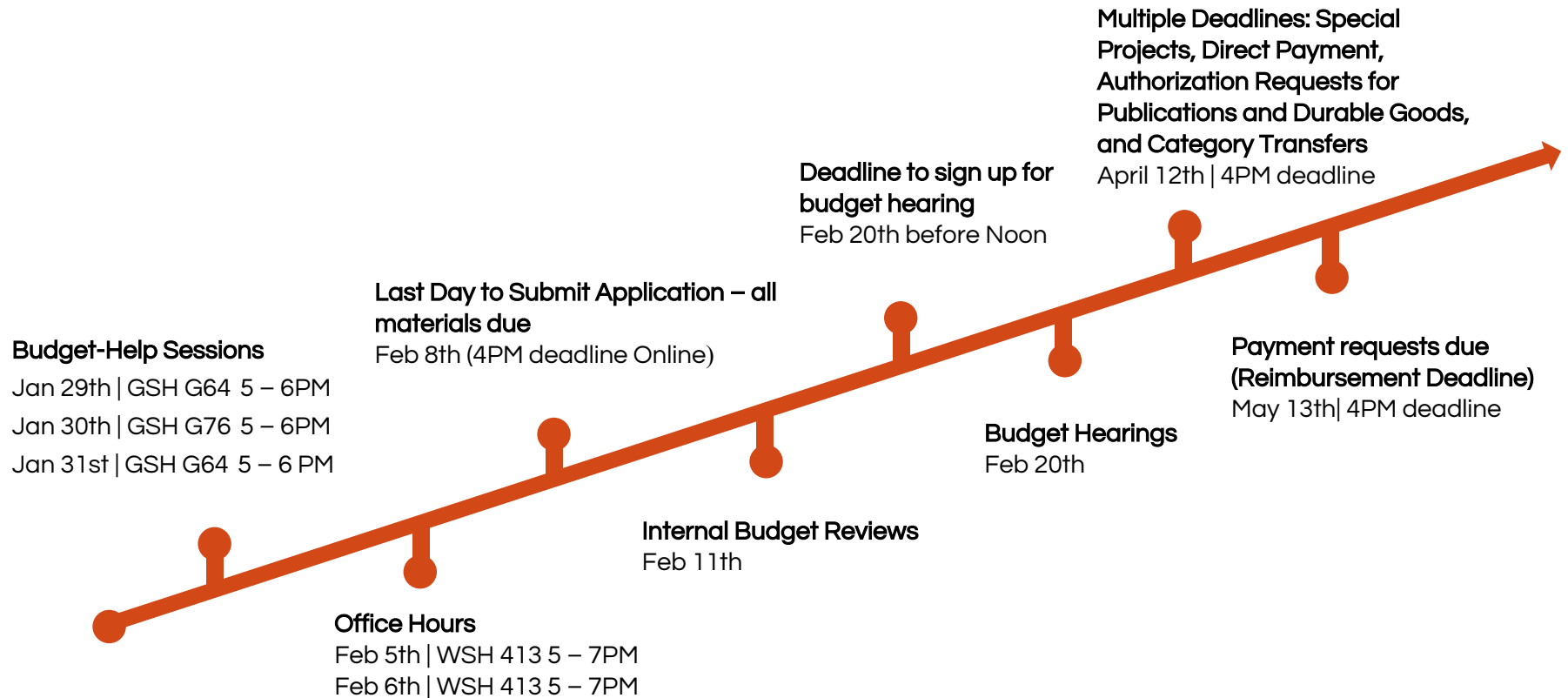
Agenda

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- Timeline
- The 5 Categories
- Sample Budget / Documentation

Timeline

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Overview

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- Make sure your club is registered on orgsync
 - Check by clicking “profile” on your club’s orgsync page
- Make sure all officer names are updated in orgsync
 - If not, scroll down on the “profile” page and click “manage profile”
- Submit the budget on time with signatures (Feb 8th 4:00pm)
 - HARD deadline
 - Must have electronic approval of the President, Treasurer, and Advisor as a comment under the submitted budget by the deadline

The 5 Categories

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- Administrative Expenses
- Local Event
- Travel Event
- Durable Goods
- Publication

Administrative Expense

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- \$200 semester cap
- Documentation is only needed for replacement and repairs of equipment
- Typically includes advertisement, website hosting, copying and printing services

Local Event

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- For **speakers and guest performers**, we fund travel, food, and lodging
 - \$0.545 per mile per person (each way), \$100 per night per person, \$30 per day per person
- \$20 limit for **publicity** (printing posters, qcards)
 - Must include “Sponsored by SAFC”
- Cannot fund for food
- **Documentation:**
 - **Proof of contact** with performers/speakers or **Letter of Intent** (confirms date, time and fee) can be an email chain
 - Documentation of mileage to and from Cornell from speaker’s destination. This is normally submitted as a GoogleMaps screenshot.

Travel Event

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- For students traveling for an event, we fund lodging, travel, and any associated fees for the event
 - \$0.071 per mile per student, \$25 per night per student
- Must be organized or hosted by another institution
- Must be outside Tompkins County
- Travel events outside continental US or more than 400 miles away from Ithaca capped at \$1500
- **Documentation:**
 - Proof of event's **existence** (screenshot of website, e-mail, etc.)
 - Proof of **travel distance** (GoogleMaps screenshot)
 - Proof of various **associated fees** (Registration fee, etc.)

Durable Goods

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- Must have useful lifetime of over one year
- Must be related to the group's mission or purpose
- Cannot be item used for personal use
- Do not fund books/DVDs/VHS without proof that item requested is not owned by a Cornell Library
- **Documentation:**
 - List of durable goods we have funded **in the past three semesters**
 - Specification for storage **on campus** (cannot be a dorm)
 - List or screenshot of quantity of item, total request, unit price, shipping cost, description of item's purpose, etc.

Publication

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- Maximum allocation of \$2,500 per semester
- Minimum of **75** copies printed
- Available to the entire Cornell community
- Examples: Newspapers, magazines, booklets. Pamphlets are usually not allowed but looked at on a case by case basis
- **Documentation:**
 - # of issues and # of pages per issue
 - Price quote
 - Copy of prior issue or in case of new publication, a detailed outline

Guideline Changes (Reminder)

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- Publications
 - The minimum number of copies to be circulated is now **75**, not 100
- Professional photo/video services
 - Now permitted under **local events**

Excel Guide

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- Guide developed to be used when adding a line item to your budget
- Will ensure that all line items submitted will have proper documentation and all budgets meet standard requirements
- Accessible via OrgSync

Two Forms of Payment

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- How to spend funds:
 - **Direct Payment:** Obtain approval in advance for the university to pay directly for future expenses to be incurred by the organization.
 - **Reimbursement:** Request repayment for expenses incurred out of pocket by individual, organization, or university department.
- Special cancellations
- Spending effects on tier placement

The Tier System

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- Student organizations placed into a tier based on their spending history
- Implemented because number of new groups is increasing every semester and demand per group is also increasing
- New groups applying will automatically be placed in \$500 tier



Performance Tier 1: \$7,500

Tier 2: Cap of \$5,000

Tier 3: Cap of \$4,000

Tier 4: Cap of \$3,000

Tier 5: Cap of \$2,000

Tier 6: Cap of \$1,000

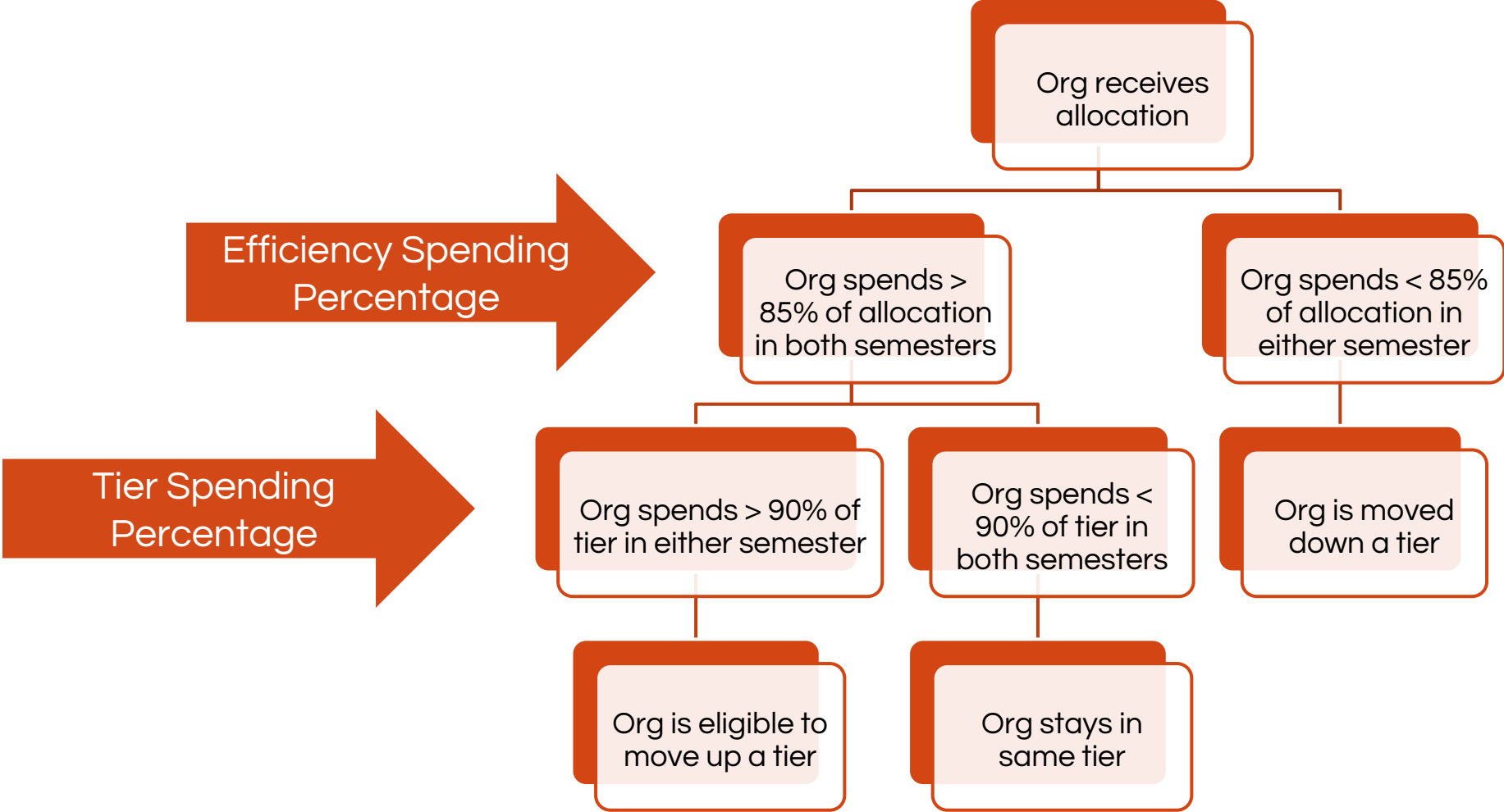
New Groups: Cap of \$500

Moving Between Tiers

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- Groups can move up a tier, down a tier, or remain in same tier
 - Movement occurs at the end of every academic year (end of spring semester)
 - Determined by two criteria:
 1. **Tier spending percentage:** the amount a group spends as a proportion of its tier cap each semester
 - Calculated as $(\text{Funds Spent} / \text{Tier Cap})$
 2. **Efficiency spending percentage:** the amount a group spends as a proportion of its allocation each semester
 - Calculated as $(\text{Funds Spent} / \text{Allocation})$

Movement Scenario



Direct Payment Requests

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- Obtain approval in advance for the university to pay directly for future expenses to be incurred by the organization.
- Required for payments made directly to a vendor
- **Form:** Direct Payment Authorization
- **Required Documents:**
 - Contract negotiated between the organization and the vendor **for any amount**
 - Invoice or quote detailing expenses
 - For a speaker/performer a completed engagement agreement or contract is needed regardless of the amount
 - Other forms for specific requests

Common Direct Payment Requests

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- Lecture/speaking engagements, coaching/lessons, referees, entertainment, etc.
- **Performers:** use Performer Reimbursement and Payment Request form and complete checklist
- **Room Rentals and Campus Service Vendors:** take Direct Payment Authorization form to appropriate office after 24 hour turn-around
 - Includes Schwartz, Statler, CU police, sound companies, etc.
 - Does not include Cornell Store
- **Daily Sun Advertisements:** use Cornell Daily Sun Advertisement Authorization form

Note About Vendors & Contracts

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- Cornell will not reimburse for any payments made directly to a vendor for services for fees, including but not limited to:
 - Lecture/speaking engagements, coaching, referees, entertainment, etc.
- For tax reporting purposes, Cornell MUST initiate the payment
 - Income must be reflected on the vendor's IRS 1099
 - Otherwise, it would appear that vendor is receiving income under-the-table from Cornell
- Students cannot sign contracts on behalf of University; University groups must have Joe Scaffido (WSH 523) sign any contracts
- Vendors providing a service must meet Cornell's insurance requirements in advance of them coming to campus and/or performing the service
- To see if a vendor has met all insurance requirements:
 - University groups – contact your departments Business Service Center
 - Independent groups – contact Loreen Geiger (lag19@cornell.edu)

Reimbursement

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- Request repayment for expenses incurred out of pocket by individual, organization, or university department.
- Reimburse an Individual (check mailed) or Reimburse University Department(s) (money transferred to account)
- Available for durable goods, student travel, good for local event, etc.
- **Form:** Reimbursement Request
- **Required Documents:**
 - Original, itemized receipts taped to a blank 8 ½ x 11 piece of paper
 - Valid proof of payment, e.g. receipt from vendor showing payment or credit card statement showing your name and the bank name (please blackout account information)
 - Event announcement/proof of event or team schedule
 - Other forms required for specific cases, e.g. Student Travel Reimbursement Addendum

Submitting Forms & Documents

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- Forms due to Terry Ector in 401 E WSH
- Submit as soon as possible
 - Don't have to wait until the deadline to submit
 - Turning forms and documents earlier most likely results in faster payment
- Important deadlines include:
 - April 12th at 4 PM: Direct payment authorization for durable goods and publications, other special requests due
 - May 13rd at 4 PM: All other payment requests due

Other Special Requests

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- Category Transfer Request

Example: If you applied for a travel event that is cancelled, you can instead use the allocated funds for another travel event, a durable good, or other funding category.

- Special Cancellation Request

Form to report expenses that come in under budget do to unforeseen circumstances.

These forms are both available on Orgsync under Files!

Special Cancellation Request

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- Allows organizations to remove select funds from the tier and efficiency spending calculation
- Must be submitted within **two weeks** of the organization becoming aware of the inability to fulfill the expense
 - If the request is for a durable good price change, the deadline to submit is November 2nd by 4pm in 401 E WSH
- The commission will determine whether or not the circumstances are unforeseen. These may include but are not limited to:
 - speaker/performer cancellations after the budget was reviewed,
 - weather conditions prohibiting travel, or
 - injury or illness.

Best Practices

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- Communicate with your officers and plan ahead
- Check your club's past budgets as reference
- Complete forms electronically, print, sign, and submit to 401 E WSH as soon as possible
- Be timely and stay mindful of deadlines
- Spend allocated funds before they revert
- Submit the proper forms with proper required documentation

Contact Info

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- Co-Chairs
 - Michael (mwj42)
 - Daniel (djh329)

Attendance

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- Be sure to sign in so that your attendance is recorded
- Any Tier 4 or below group that does not sign in to a help session forfeits the right to request an appeal following a budget decision

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Questions?