Managing your Money:
Treasurer Training
with Travis Edwards
VSA VP for Finance
2010–2011
Welcome back!

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Who’s Who

Travis Edwards, VSA VP for Finance
College Center 207, email at vsafinance@vassar.edu

Accounts Payable (3rd floor Baldwin)
Mary Gugumuck, Box 721
- Mary deals with all your long form transactions. Drop forms off to her.
Barbara George
- Barbara cuts all your checks. Make sure you know when checks are getting cut. If you have any problems w/ any long form transactions, speak with B. George.

Purchasing (Buildings and Grounds)
Rosaleen Cardillo, Director of Purchasing
- Rosaleen was the former VSA liaison, she is a great resource.
Chris Ammon
- When you drop off/pick up Purchase Orders, speak with him

Controller’s Office (3rd floor Baldwin)
Renee Desantis, redesantis@vassar.edu, ext 5890
- Renee can provide you w/ a current status of your fund account. Email her w/ your fund number. Give her a few days heads up when you want info from her.
Budget Numbers

- All VSA orgs have a budget number 8xxx
- Most accounts are not fully revolving
  - Organizations are responsible for debt

8XXX – 45000 – 9605 – 98

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<tr>
<th>Budget #</th>
<th>Organization</th>
<th>Acct Code</th>
<th>Program</th>
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<td>9130 – Deposits</td>
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<td>5720 – Student Employment</td>
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The Short Form

• The short requisition form is mainly used for tangible items
• Purchase orders for supplies
• **Checks** for supplies (pool tables, computers, anything with a known specific cost…)
• Use of the **Vassar College credit card** for any online purchases.
The Long Form

- Reimbursements
- Cash Advances
- Conference Registration
- Membership Dues
- Honorariums
- Payments to Bands (contracts)
Deposits

- Fundraising money **MUST** be deposited within 24 hours of the fundraiser, or 72 hours if over a weekend.
- Bring all cash and/or checks to the Cashier’s office (Main, South) and give them your budget number (8xxx-45000–9130–98)
- Receive receipt from Cashier.
- Make copy of deposit receipt and submit to VSA VP for Finance along with completed VSA deposit form.
Transfers

• Obtain “VSA Treasurer’s Receipt” form from VSA VP for Finance.
• Complete form and submit to VSA VP for Finance.
• Note: If a VSA org is receiving funds from another dept. they will transfer the funds after you give them your budget number.
Cash Advances

Step 1: Obtain Long Form, get VSA VP for Finance signature.

Step 2: Wait for Accounts Payable to approve, submit completed form to Cashier.

Step 3: Get the advance, keep copy of long form.

Step 4: Return unused money and copy of long form to cashier, keep Cashier’s receipt (this is proof that you returned the money!) and the long form.

Step 5: Mail a copy of the long form, all ORIGINAL receipts, and the cashier receipt to Accounts Payable, Box 721 attn: Effie. Remember to always keep a copy of the long form and the receipts for your records.
Other Transactions

• Student Employment
  – The SEO has a special form.
• Vcash
• Copy Center
Policy Reminders

• Pcard and POs vs. cash advances and reimbursements
• Requests for reimbursements must be submitted within 25 academic days of the date of expenditure.
• VSA money CANNOT be used to purchase alcohol unless otherwise approved by the Director of Campus Activities (Terry Quinn)
• B&G, Security, etc.
• Meals & ACDC
• Tax exempt
Special Purpose Funds: Rules and Guidelines

• Only an entire event or project may apply for money.
• An event or project can only receive money from one fund.
• Money may not be given to the same organization (from the same fund) more than 4 times a year
• No event may request money two semesters in a row
• “On Campus” is any Vassar owned property (ie: campus, the Farm, Alumnae House)
• Applications must be submitted at least 14 days before event, and must be approved by VP for Activities first.
Collaboration Fund

• This fund is used to sponsor events between 2 or more organizations. There can only be 1 residence in the application.
• Collaboration must be substantive.
• The fund will cover up to 75% of the costs of an event, not to exceed $3750.
• Groups can apply a maximum of 4 times/year
The Conference Fund

• Group sponsorship for an off-campus conference.
• Your organization is limited to four conferences per academic year.
• The conference must be in an approved state to get full funding (see Bylaws).
• You need to give a written/oral report to VSA Council within a semester about the conference.
Speakers, Lectures and Panels Fund

• Used to bring speakers on campus.
• Will only cover up to 70% of speaker’s costs not to exceed $5000
• Application must include speaker’s background information
• Can only apply once per semester
New Organizations Fund

• This fund may be used to sponsor events held by organizations certified within the past two semesters.
• This fund may cover up to 100% of costs, not to exceed $2000.
VSA Council Discretionary Fund

• Money is allocated at the discretion of Council.
• Any individual or org. may apply
• Applicants must be present at the VSA Council meeting for a motion of approval to be recognized
• Applicants must return to give a written/oral report on the use of funding
Mid-Hudson Valley Fund

• This fund is used to sponsor events held off-campus in Dutchess or Ulster County.
• Organizations can apply to this fund a maximum of four times per year.
• The fund may cover up to 100% of the cost, not to exceed $5000.
The Hosting Fund

- This Fund shall be used to host non-annual on-campus conferences for non-Vassar guests.
- Only VSA Orgs can apply.
- Organizations can apply to this fund a maximum of two times per year.
- May cover up to 100% of costs.
- Funds are transferred AFTER the event has taken place.
- Submit request at least 30 days before! (Maybe even a semester before)
- Work with VP for Activities and the Campus Activities Office if you’re planning on hosting a conference.