



# STUDENT ORGANIZATION TREASURER TRAINING

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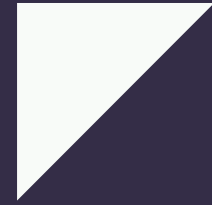




# Overview

Role of the Treasurer  
Working with other Exec Officers  
Budgeting  
Student Organization Funding  
Bank accounts  
Fundraising

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# Role of the Treasurer

While you may oversee the budget it is also important to recognize your importance as a leader within the organization.

- Sets a financial vision for the organization.
- Keeps records of income and expenses for long-term/short-term financial stability
- Makes recommendations for fiscal responsibility and use of organization funds
- Should be aware of any application for funding or request of funding
- Build and maintain a budget
- Approve and monitor organization spending
- Encourage fundraising efforts, and if possible assist in developing fundraising ideas
- Collect dues (if your organization collects dues)



## **President**

The relationship between the President and Treasurer is key. Without a successful relationship between the two officers, it is harder to accomplish goals for the organization that may include financial spending on recruitment, programs, events, etc.

# **Working with other Execs**

# BEST PRACTICES TO WORK WITH THE ORGANIZATION PRESIDENT

At the beginning of the year, discuss your expectations, what each of you need from the other, and what you hope from each other. Hold each other accountable to the expectations you have set and consistently check in to make sure each individual is following through on the expectations.

Set financial goals and a vision for the organization.

Communicate and determine the best form of communication to use between the Treasurer and President. Also, determine ways to give feedback and recommendations that will be beneficial to both officers.



# Setting expectations with your Advisor

## COMMUNICATION

Determine what is the best way to communicate (phone, e-mail, text, stop by office, etc.). Determine if the advisor wants to be CC'ed on e-mails, GroupMe, or have additional accesses to financial documents.

## TIME TO CONTACT

Remember, advisors are volunteering for their role. They may be most responsive during the work day. If that is the case, you may not want to send an e-mail on a Friday at 10 p.m.





# Setting expectations with your Advisor

## MEETING

Decide how often you want to meet with the advisor. Figure out a way to balance their time and that you feel supported.

## BUILD A RELATIONSHIP

Your advisor can be a great resource to you. It is important for you to build a strong relationship with them as they can also help you with your experience as a leader.

# Budgeting 101

## WHAT IS A BUDGET?

A budget is a plan for managing your organization's finances, income, and expenses.

## BUILDING A BUDGET

The organization should have an overall budget, but also have a budget for each individual program. This ensures that you spend responsibly and don't go over budget. Your budget should include organization operation expenses (marketing, supplies/paper/pens), programming expenses, and development opportunities (if you plan to travel for a conference). Check out our sample budget on our resource website.

## UPDATING

Your budget will need to be updated throughout the year as you spend. If there is an update, make sure you communicate any changes. Always be thinking ahead.





# FUNDING OPPORTUNITIES FOR STUDENT ORGANIZATIONS



STUDENT ORGANIZATION ALLOCATION COMMITTEE (SOAC)



STUDENT SERVICE FEE (SSF)



REQUEST FUNDS FROM DEPARTMENTS





# SOAC FUNDING

SOAC funding is available for student organizations looking to have on-campus events, travel for a conference, or need funding for operational costs (t-shirts, marketing, and leadership development).





# SOAC FUNDING

SOAC Funding Allocation Amounts:  
One-Time Funding: \$200 Max  
On-Campus Event: \$500 Max  
Travel Funding: \$350/person up to \$700

There is an application for all funding pools. You will need to submit your request to Jeremy Sippel in the Student Organization and SGA Suite.

# STUDENT SERVICE FEES (SSF)

Student Service Fees are an opportunity for a student organization to request a budget for the next academic year. The request can be all encompassing from organizational operation materials and programming to leadership development and travel. The application for funding opens each Spring.





# Request funding from departments

## DEAN OF STUDENTS

You can request funds needed for programs from the Dean of Students.

## UNIVERSITY ADVANCEMENT

The University Advancement Office can help you find ways to raise money and donors who may be willing to donate to your organization.

## ACADEMICS

If your organization coincides with an academic major, ask the academic department for funds. They may be willing to help support.

## On-Campus Agency Account

If your organization has an on-campus account, your organization advisor is the primary person over the account. You will need to work with your advisor to make purchases and keep you up-to-date on how much money you have.

If you need to change advisors during the year, you will also need to update your agency account. You can get paperwork from Financial Services for making necessary changes.

## Off Campus Account

If your organization has an off-campus account with a local bank you will need to make sure you have access.

Each organization is allowed signors on their account. Typically the President, Treasurer, and Advisor. Signors are the individuals who can make purchases using a account-linked debit/credit card or checks.

You will receive monthly statements from the bank about how much money is in your account and expenses/income. It is important for you to always make sure that information is correct and provide as an update to your membership.

# Fundraising

ONCE YOUR ORGANIZATION HAS RAISED ANY FUNDS, YOU WILL NEED TO DEPOSIT THE MONEY INTO YOUR ORGANIZATION'S ACCOUNT.

DO NOT HOLD ON TO ANY CASH FOR YOUR ORGANIZATION AS IT IS A LIABILITY AND CAN LEAD TO MANY PROBLEMS BETWEEN THE TREASURER AND ORGANIZATION OFFICERS/MEMBERS.



# QUESTIONS?

## PLEASE CONTACT

### E-MAIL

[Jeremy.Sippel@tamuc.edu](mailto:Jeremy.Sippel@tamuc.edu)

### PHONE

903-468-3316

### OFFICE

RSC 113, SGA and Student  
Organizations Suite

### SET UP A MEETING

You can e-mail  
[Jeremy.Sippel@tamuc.edu](mailto:Jeremy.Sippel@tamuc.edu)  
to set up a meeting to  
discuss questions.