

SGA Finance - Sports Club Budget Training Workshop



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SGA Committee on Financial Affairs

Intro & Agenda

- Who I am
- SORC Intro
- Resources
- The Student Activities Fee
- Normal Funding Process
- Budget Walkthrough
- SORC / University Accounts
- Feedback / Contact Me
- Questions

SORC - Student Involvement Suite - Stamp

- Assists with groups applying to become a new organization
- Provides assistance and support to existing organizations.
- Assists student groups in updating Orgsync profiles with correct President & Treasurer
- Can also visit SORC for help/advice before you're allocated SGA funds

Resources

- Your #1 Resource: The Website - ter.ps/sgafinance
- Emails sent by SGA with attachments
- SGA Finance Manual & Discretionary Guidelines - Sports Clubs
- Orgsync - make sure your president and treasurer are accurately listed now!

The Student Activities Fee (SAF)

- \$75 a school year for full time students, less for part time
- The SGA Finance Committee allocates the SAF to recognized student groups' programs
- **SGA Recognition**
 - Group must not be exclusionary in any way
 - Group must have at least 25 members & a constitution
 - Group must not charge dues

The Student Activities Fee (SAF)

- The SGA's Committee on Financial Affairs (COFA) is charged with fairly and equitably distributing the SAF
 - Every decision we make is meant to fall in line with that mission
- It is also on student groups to be using SAF funding honestly and appropriately
 - Committee on Audit & Review
 - Random Audits

Main Restrictions

- Student groups cannot ever be reimbursed for money they've already spent
- Date of Payment / Date of Program: use whichever comes first as your main date on the application, and always just let us know the full story
- You may not edit your application once it is submitted

The Budget Application

- Always consult the Finance Manual & Discretionary Guidelines while preparing a budget
- All numbers, dates, and math on the form must be exact and correct
- All line items must have documentation that proves the exact costs and cost breakdown

The Budget Application - Certification

- By being here, you're in the process of being certified to submit your budget this year.
- Again, always check the Finance website, email, and the Manual and Discretionary Guidelines
- The actual application - must be filled out using the OrgSync login of a certified President or Treasurer. The application can be found on the SGA OrgSync Portal under forms.

Submitting Your Application

- Form must be submitted online and in paper by Monday, April 10th at 5:00pm
- 1 printed copy must be submitted in-person in the Sport Club Office, located on Level 0 in the Eppley Recreation Center, to Kurt Klier or to an SGA member during Finance committee office hours
- **Upcoming Office Hours:**
 - Weds 4/5 from 3-5pm
 - Thurs 4/6 from 5-6pm
 - Fri 4/7 from 9-11am
 - Mon 4/10 from 3-5pm

Once it is 5:00pm on Monday, April 10th, your submission is considered final and is not able to be edited, so double and triple check your work!

After the Deadline

- We will spend the next two weeks reviewing and voting on budgets
- You will receive a decision of Fully Funded, Partially Funded, or Not Funded
- You may then choose to sign up for an appeal with the Finance Committee
 - We explain in further detail why your application was Partially or Not funded, you make your case
 - New information, such as additional documentation, is not allowed, as the purpose of these appeals is more to determine if the Committee made a mistake in reviewing the budget

Closing Points

- Application is live now
- Constantly check Finance website for all updates
 - To any publications and policies, such as the Manual
 - For an announcement about Finance office hours to collect budgets
- You will receive an email with links to resources and the application
- Update your group's Orgsync profile to make sure you receive important emails

Questions / Feedback?

- Anonymous 'Contact Us / Feedback' form on Finance website
- If you have a specific question that the website, the Manual, and Orgsync can't answer, email us:

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