

# Funding Your RSO

Stamford: SOLID



# Funding Your RSO

## Preparing your Budget

- Estimating Expenses
- Determining Funding Source(s)
- Obtaining Approval

# Funding Your RSO

- ▶ For an event/activity: think about all the things you need.
- ▶ Research the approximate costs.
- ▶ Think about “hidden” costs (shipping/delivery, plates/utensils, travel costs, etc)
- ▶ Typical Categories of expenses include:
  - ▶ Catering/Refreshments
  - ▶ Supplies/Equipment (purchase)
  - ▶ Giveaway items (for all participants)
  - ▶ Prizes (for winners)
  - ▶ Services/Contracts
  - ▶ Performers/Speakers
  - ▶ Facility/Equipment rental
  - ▶ Admission Fees
  - ▶ Security
  - ▶ Transportation
  - ▶ Travel/Lodging

# Funding Your RSO

## Funding Sources

- SGA
- University
- Admission Fees
- Donations
- Fundraising

# Funding Your RSO

- ▶ Determining Funding Source(s), and if necessary make your “pitch”
  - ▶ Be prepared to explain
    - ▶ what you need,
    - ▶ how much it will cost,
    - ▶ why you need it, and
    - ▶ how it will benefit your organization, the campus, and our students.
  - ▶ Multiple funding sources may be utilized. (i.e. SGA funding and admission fees)
- ▶ Obtaining Approval
  - ▶ Depending on the funding source a formal vote (SGA) or Director approval (University) is needed.
  - ▶ This approval is required before any purchases are made!

# Funding Your RSO

## Notes on SGA as the Funding Source

- ▶ Only Tier-ii Undergraduate Stamford RSO's are eligible to request funding from SGA.
- ▶ SGA Funding proposals:
  - ▶ Budget Request form.
  - ▶ The form will ask for detailed expenses and any income (additional funding sources).
- ▶ All funding proposals are reviewed by the Finance Committee
- ▶ SGA Senate must vote and approve all expenditures prior to purchases being made.
  - ▶ Double check that your funding proposal is accurate and note any adjustments.
  - ▶ If your plans change, make sure your approved budget is still valid.
  - ▶ Lets look at the form on line: <https://studentactivities.stamford.uconn.edu/funding-request-form/>

# Funding Your RSO

- ▶ **University**
  - ▶ Can be a source if needed, you would need to reach out to and request support from that Department/Program.
  - ▶ Note: the information in this training may vary depending on the funding source. The funding source will determine what is necessary.
- ▶ **Admission Fees**
  - ▶ Some RSO's will charge a fee to attend an event.
  - ▶ This is one way to offset costs.
- ▶ **Donations**
  - ▶ Please note: donations to your RSO by businesses are not tax deductible!
- ▶ **Fundraising**
  - ▶ Some RSO's will do fundraisers for items that can't be funded by University Dept/SGA.
  - ▶ End of the year banquet, RSO/Member Shirts
- ▶ **Note On Charitable Fundraisers:**
  - ▶ A Fundraising plan must be submitted
  - ▶ Charitable Organization must complete the vendor approval process
  - ▶ Look in Blueprints for some do's and don'ts.
  - ▶ Meet with the Student Activities Staff to discuss plans to insure you are on the right path!

# Funding Your RSO

Meet with Gayle  
to review your  
purchasing plan

Review your needs and develop a plan  
Quick information on purchasing  
General info and policies



# Funding Your RSO

University purchasing is a complicated process. It is full of many “if/than” steps – and so the first step you will need to take once your funds from SGA are approved is to meet with Gayle to discuss the specifics of the purchases requested. In that meeting we will

- ▶ Determine the most likely means of purchasing
- ▶ The time frame needed to make the purchase
- ▶ Specific steps required
- ▶ Answer any questions on the purchasing process
- ▶ Develop a plan for success!

# Funding Your RSO

## Types of Purchases : **General Information**

- ▶ University funds (including SGA, Departmental funds, and any funds collected by your RSO) are guided by University policies/procedures, and State of CT Comptroller Guidelines.
- ▶ SGA Funds are considered a “Student Trustee” fund, and have additional requirements and higher level accountability/oversight
- ▶ Payments by University Credit Card and Direct Payment are **Tax Exempt**.
  - ▶ Please notify your vendors of this. The Student Activities Coordinator can provide documentation upon request.
- ▶ Advance Payments/Deposits are forbidden by the State/University Policies.
  - ▶ If a vendor is insisting on this, please direct them to the Student Activities Coordinator.
- ▶ Contract/Agreements: RSO leaders are not duly authorized to sign contracts or agreements for purchases paid by the SGA or University.
  - ▶ Please note that any agreements signed will be the responsibility of that individual.
- ▶ Prizes: can only be given to “fee paying” students. There are other limitations to the prizes (value and type)
- ▶ On your own, please take some time to review the policy guide is available <https://trusteeorgsupport.uconn.edu/>

# Funding Your RSO

Types of Purchases and *General Processing Time*: **University Credit Card**

- ▶ Typical purchases include:
  - ▶ Refreshments/Catering for ON campus events
  - ▶ General Event Supplies
  - ▶ Tickets to museum/show/game
  - ▶ Equipment
- ▶ Can NOT be used for the following (special approval may be an option, but you will need to make a formal request! If special approval is not granted, payment for these purchases is by Direct Payment)
  - ▶ Clothing
  - ▶ Food OFF Campus
  - ▶ Gift Cards
  - ▶ Services or Items that require a signed contract
  - ▶ Office Supplies
- ▶ Requires two weeks to process/make the purchase. If you are ordering on line -plan extra time for delivery.

# Funding Your RSO

## Types of Purchases and *General Processing Time*: **Direct Payment**

- ▶ Typical purchases include:
  - ▶ Food for OFF Campus
  - ▶ Large purchases/equipment
  - ▶ Speakers/entertainment
  - ▶ Anything with a signed agreement/contract.
- ▶ Vendors must be pre-approved by the University.
  - ▶ Check with the Student Activities Coordinator to see if your vendor is approved. If they have not completed vendor approval, the Student Activities Coordinator will communicate with the vendor on the process. If this is needed it will take an additional 5 days (minimum) to process. (we can start this process before other steps!)
- ▶ Services/Agreements over \$1000 may require a University issued PSA (contract). This will take an additional 5 days (minimum) to process.
- ▶ This process takes quite a bit of time. A minimum of 4 weeks is needed. It is strongly advised, you plan ahead and provide a buffer for unexpected delays (6 weeks is safer!).

# Funding Your RSO

## Types of Purchases and *General Processing Time*: **Reimbursement**

- ▶ Purchases are made by student leaders “out of pocket”.
  - ▶ These purchases are kept to a STRICT minimum. You must have approval in advance from the Student Activities Coordinator.
  - ▶ Tax charged will not be reimbursed.
- ▶ Supporting documentation must be submitted within **5 Business days** of the purchase!
- ▶ **Receipts with personal items will not be accepted. THIS IS NOT NEGOTIABLE!**
- ▶ Supporting Documentation Required:
  - ▶ Itemized Receipt (see Blueprints for samples!)
  - ▶ Event Announcement/Flyer (weekly email, web calendar... official University communications!)
  - ▶ Event attendance (can be added after the event!)

# Funding Your RSO

**Documentation**

Process for purchasing  
Supporting documentation

# Funding Your RSO

- ▶ Purchasing process (SGA funded)
  - ▶ Purchasing approval begins with you submitting the purchasing form UConntact > Student Government Association - Stamford Campus
    - ▶ A form must be submitted for each purchase.
    - ▶ One PDF with all Supporting documentation must be submitted through this form.
    - ▶ Provide as much detail as you can. Remember that folks in offices not connected to us will be reviewing these and may need additional context/detail to understand what you are planning/purchasing.
  - ▶ Approval takes about a week, and purchases can not be initiated until approval is obtained.
  - ▶ If you have questions, about the form/process Stamford Student Activities Staff is here to assist/support you.
  - ▶ Lets look at the form on line: <https://uconntact.uconn.edu/organization/stamfordsga>

# Funding Your RSO

- ▶ Supporting documentation required for all purchases
  - ▶ **Funding Source Approval:** if the funding source is SGA, you must include the full page of the minutes where the motion/approval of the funding proposal happened. Minutes are posted online 48 hours after the meeting: <https://sga.stamford.uconn.edu/meeting-minutes/>
  - ▶ Quotes/Estimates:
    - ▶ If you are making a purchase at a local restaurant/store please obtain a written quote.
    - ▶ if there is an online store - a screenshot of a shopping cart may work.
    - ▶ If your quote is in an email , be sure to summarize and highlight the pertinent information (again, remember others not familiar will be looking at this- and you should make it easy for them to understand!)
    - ▶ After the purchase is completed, a final ITEMIZED invoice/receipt must be submitted
  - ▶ If your purchase is related to an event/activity, you must include a copy of the marketing
    - ▶ Web Calendar or UConntact event announcement is recommended.
    - ▶ After your event has occurred you will be required to submit an attendance list (don't forget to take attendance at the event!)



# Funding Your RSO

## ▶ Itemized Receipts

- ▶ Itemized receipts/invoices are required for all purchases.
- ▶ They SHOULD not show ANY sales tax.
- ▶ Must include:
  - ▶ Name of the Store
  - ▶ Purchase date/invoice date
  - ▶ Itemized list of purchases, and price for each
  - ▶ Total charged
  - ▶ Amount paid
- ▶ Review Blueprints for examples.
- ▶ Watch out for:
  - ▶ Receipts that are only the CC Processing receipt
  - ▶ Items that are not legible/cut off/crumpled/faded
  - ▶ Personal items on a receipt/invoice
  - ▶ Handwritten receipts (often from local restaurants) are OK, but check with the Student Activities Coordinator to insure that they owner/manager does this correctly to meet the University requirements.

# Funding Your RSO



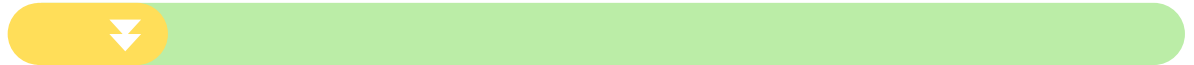
Lastly: Lets take attendance now. Please look in the chat for a check in hyperlink. You will need to log in to UConntact, to complete the step.

# RSO FUNDING TIMELINE

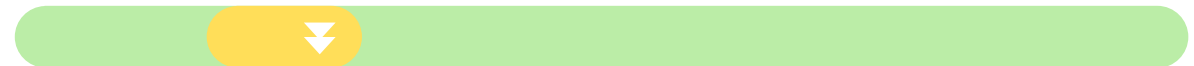
## ✓ Tasks

Week 1    Week 2    Week 3    Week 4    Week 5    Week 6

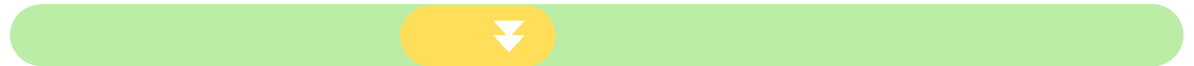
Determine your needs and submit budget proposal to SGA



SGA Finance Committee review and Senate approval



UContact/SGA Purchasing request  
This step initiates the purchasing process



University Catalog purchase



University Credit Card



University Supplier Application  
(needed for new suppliers when paying directly)



University Contract/PSA  
(purchases that require a signed contract)



University Purchase Requisition  
(paying vendor directly)



PLEASE NOTE THAT TIME FRAME ABOVE IS A GENERAL EXPECTATION.  
ITEMS INDICATED IN YELLOW SHOULD BE COMPLETED BY THE STUDENT LEADER.  
IF THERE ARE ANY QUESTIONS, OR LAPSES IN COMMUNICATION THE TIMEFRAME CAN BE EXTENDED.  
PURCHASES CAN NOT BE GUARANTEED OR SOURCED UNTIL THIS PROCESS HAS BEEN COMPLETED.  
PLEASE ALSO REMEMBER THERE MAY BE TIME REQUIRED FOR THE SUPPLIER TO DELIVER THE ITEMS

# Quick reference guide to Stamford SGA Funding process

## 1) First step is to determine your budget needs.

**TIME FRAME TO COMPLETE:** Unknown.

**RESPONSIBLE INDIVIDUAL:** RSO leadership

- a. Funding is typically done on an event by event basis. If you need help with planning the budget please reach out to the Stamford Student Activities staff for assistance.
- b. Funds must be used to benefit the Stamford Campus Undergraduate student body at large. Purchases that are exclusively for your RSO benefit can not be funded by SGA

## 2) Next you should submit your budget request through the online form

**TIME FRAME TO COMPLETE:** One hour to submit.

**RESPONSIBLE INDIVIDUAL:** RSO leadership

- a. Link: <https://studentactivities.stamford.uconn.edu/funding-request-form/>

## 3) Once submitted, the SGA review and approval process begins.

**TIME FRAME TO COMPLETE:** One week if there are no additional details needed.

**RESPONSIBLE INDIVIDUAL:** SGA leadership

- a. Finance committee will review and discuss the specifics of the request. At their next meeting. You should plan to have a representative that can answer questions on this proposal at this meeting. Email [StamfordSGA-CFO@uconn.edu](mailto:StamfordSGA-CFO@uconn.edu) for time/location of the meeting.
- b. Once reviewed by the finance committee, the proposal will be presented for final review and official approval at the next SGA General Senate Meeting.

## 4) When you are ready to make a purchase, you will need to fill out the UConntact purchasing request form.

**TIME FRAME TO COMPLETE:** One week if there are no additional details needed.

**RESPONSIBLE INDIVIDUAL:** Form Submitted by RSO Leadership (President/Treasurer). Reviewed and approved by: SGA President and CFO, and final approval by TSOS Staff

- a. Gather the following information to expedite this process
  - i. Description of the event/purchase
  - ii. Purpose of the purchase
  - iii. Vendor details
  - iv. Purchase details (include items requested, and written quotes/estimates)
  - v. A copy of the minutes from the SGA meeting where the funds were approved for this purchase (<https://sga.stamford.uconn.edu/meeting-minutes/>)
  - vi. A copy of the marketing for the event/activity (UConntact event posting is acceptable!)
- b. UConntact form can be found by logging into UConntact,
  - i. Select Student Government Association – Stamford Campus > Manage Organization
  - ii. On the organization menu select Finance > Create a new Request > **Trustee Student Org Purchase Request (Trustee Org Funded ONLY) > Purchase Request Information**

## 5) Purchase can be processed.

**TIME FRAME TO COMPLETE:** Varied depending on University policies

**RESPONSIBLE INDIVIDUAL:** Stamford Student Activities Coordinator

- a. Typical time frame:
  - i. Credit Card: 1 week
  - ii. University Catalog: 1 week
  - iii. Purchase requisition (pre-approved university supplier 2 weeks)
  - iv. Purchase requisition (new university supplier) 3 weeks
  - v. Contract/PSA 3 weeks
  - vi. Purchases over \$5000 More than 4 weeks.
- b. Please also provide additional time for the supplier to fulfill and ship your order!

**If you need help with any part of this process, reach out to the Stamford Student Activities Team and we can help you!**

