



Event Planning: the Treasurer's Role

It is very important that you, as treasurer, work with the individuals in your group responsible for event planning. You are the organizations expert on all things financial. You have been trained on the applicable policies and procedures, so make sure to share this information. Here is a list of suggested items to discuss with your club as it plans an event:

- **Monetary policy** for SGA and your division- your organization must follow monetary policy and ignorance on the subject is not a good defense.
- **Your budget**- make sure your group knows that you have a limited amount of money that can be spent in each sub code and for the event as a whole.
- **Supplemental Funding**- Make sure your group understands where to go to request supplemental funding. Your own division should be the first stop. In some cases other divisions and/or SGA may be an option. Make sure your programmers understand if any restrictions that were placed on your supplemental funding.
- **Collaboration**- encourage your group to seek co-sponsorships. Look to across divisions and to university departments for possibilities of collaboration. You group does not have to shoulder the entire event on its own. See the section on Co-sponsorships on page 14 for some ideas.
- **More on Co-sponsoring**- all Student Activity Fee money must be kept in your allocated account. If you choose to co-sponsor an event with a university department (or anyone other than another chartered student organization), you cannot transfer SAF money into their account. All payments related to such an event should be paid for out of your account.
- **Contracts**- make sure your event planners know when a contract will be necessary and that they understand the procedure for signing contracts (that students are NOT allowed to do so) and the time frame for contracts. See section on Contracts on page 20 for more information.
- **Tax Exemptions**- make sure anyone making purchases for your group understands what items are (and are NOT) tax exempt (and in which states). For more information read the section on "tax exemptions" on page 31 .
- **Deadlines**- make sure your group is on top of any deadlines for purchases and payment requests. Requests that involve a contract generally take about a month to get processed while general requests take about two weeks.
- **Fundraising**- groups must obtain permission from their divisional treasurer. Raffles are NOT allowed. Off campus fundraisers and corporate sponsorship or in-kind donations from for-profit companies or businesses are allowed in limited situations. If your group is interested in this, please contact [Melissa Kontaridis](#) at (404) 727-6181
- **Defensive Driving**- expenses related to renting University owned or leased vehicles will only be reimbursed for individuals who complete the defensive driving process. Go to page 32 for more information.
- **Making money off the SAF**- student organizations cannot make money off the Student Activity Fee. This means that groups receiving funding from their division, a different division, and/or SGA (SAF funds) for the event must deposit all ticket sale money into their allocated account. Once the amount given (in SAF funds) from these sources had been deposited into your allocated account, then **and only then** can you begin to deposit the additional funds into your self-generated account. For example, if your club is granted \$500 from your division and then sell \$2000 with ticket sales, then you would deposit \$500 into your allocated account and \$1500 into your self-generated account.