

Treasurer Contract Spring 2024

1. Retroactive funding policy
 - a. Retroactive funding is defined as spending any money you have not been explicitly allocated, including overspending on p-cards and spending money that has not yet been approved by SFC (even if a request has been made). Treasurers may not spend any funds until they have received confirmation from SFC that their request has been approved.
 - b. Retroactive spending (or any form of overspending) will not be reimbursed unless extenuating circumstances apply, such as situations in which students' health/safety are at imminent risk, in that case, it will be reviewed by SFC on a case-by-case basis. Be sure to double-check that all purchases fall within the amount allotted to your organization by SFC.
 - c. For internal purchases (i.e. those using a FOAP) **do not** submit a request until the funds have been allocated by SFC. Often, concert sound and AVI will charge your account before a final confirmation has been received.
2. P-card policy
 - a. SFC requests that treasurers return p-cards as soon as they finish using them, ideally within one or two business days in order to ensure all organizations have access to a p-card if they need one.
 - b. There is only one p-card that can be used for subscriptions, so it is highly recommended that treasurers return that card within a day of use.
 - i. Be mindful that p-cards are a privilege, and abusing that privilege only makes it more difficult for SFC and your fellow treasurers to do their jobs.
3. Deadline policy
 - a. General Interesting Meetings
 - i. In order to ensure SFC has adequate time to vote and OST has adequate time to process any forms submitted, please ad hoc **at least two weeks** in advance and submit forms **at least five business days** in advance of any general interest meeting.
 - b. Inventory/printing/supplies
 - i. Please ad hoc **at least two weeks** in advance and submit forms **at least five business days** in advance of the date you wish to purchase the supplies/inventory/printing service.
 - c. Trips/tournaments
 - i. In order to ensure SFC has adequate time to vote and meet with you if need be, and OST has adequate time to process forms, please ad hoc **at least 4 weeks** in advance and submit forms **at least five business days** in advance of your trip or tournament.
 - d. Events
 - i. Loosely defined as any programming that is not a regular meeting or a trip.
 - ii. If the event involves any kind of contract or honorarium, please ad hoc **at least five weeks** in advance and submit forms **at least five days** in advance of the event date.

- iii. Contracts and honorariums can take a long time to draw up, so for these events in particular, SFC reserves the right to refuse to vote on ad hoc requests or reallocations that include a contract/honorarium if they are submitted too close to the event date. If your organization plans on hosting an event that includes a speaker/artist/presenter that requires an honorarium, it is never too early to submit your ad hoc, and the earlier the better, as SFC and Tina will have more time to negotiate and clarify the logistics of the programming.
 - iv. For all other events, please ad hoc **at least four weeks** in advance and submit forms **at least five days** in advance of the event date.
4. Safety policy
- a. For all organization-sponsored trips, it is the responsibility of the board to come up with a safety plan. Safety plans should be discussed with SFC in ad hoc or office hours; they typically ensure that first aid materials are readily available and that someone on the trip is familiar with CPR and/or other emergency response procedures. For all overnight trips, participants may not cancel less than 24 hours in advance to ensure the safety of other participants and logistical information stays in place.
5. Budget policy
- a. In order for a yearly or semesterly budget to be considered by SFC, it must include:
 - i. Your organization's account number, advisor, and officers, an inventory of all current supplies (if you are requesting any equipment or supplies), a list of active club members, hyperlinks to all requested items (please check that they are clickable), and a final budget breakdown (with correct, **exact** math--no rounding).
 - 1. Depending on the activities of your organization, it may also include general interest meeting costs, food, trips, printing, a conference or tournament, an artist or other event, etc.
 - 2. All organization information must match our database and council forms for review.
 - ii. SFC requests treasurers be mindful of due dates for semesterly budgets (submitted through a google form) as we may not be able to review budgets submitted late. The best way to ensure your budget is reviewed in full is to submit a first draft, due two weeks prior to the final deadline, and meet with your councilperson. Otherwise, if items are missing or not explained, SFC may be forced to cut part or all of your budget.
6. Informed spending policy
- a. As a treasurer, it is your responsibility to ensure anyone in your organization who is spending money allocated by SFC is aware of SFC policies, **particularly the RFP policy and retroactive funding policy**. Any spending outside of SFC policy is your responsibility as the treasurer for your organization, therefore you need to ensure everyone is aware of all policies before spending occurs. SFC cannot guarantee reimbursement for spending outside of SFC policy (as stated above).
 - b. While p-cards are tax-exempt, RFPs are not. If treasurers do not submit p-card forms in time and are forced to submit an RFP, they will not be reimbursed for tax on any

purchases that they make (unless they submit a new ad hoc request with the total including tax and have it approved by SFC before the RFP is submitted).

- c. SFC does not have the bandwidth to keep up with exactly how much is in every organization's account at all times. It is the responsibility of the treasurer to keep a log of all spending and a total of the funds available throughout the semester.

Failure to comply with one or more of these policies may lead to a meeting with your council person or the entire Student Finance Committee. We reserve the right to take further action if necessary on a case-by-case basis. Please hold on to this document/file as it will be required to submit ad hoc and other request forms. Overall, please remember everyone on SFC and OST is also a student, with other classes, extracurriculars, jobs, and lives. Abiding by these policies makes your jobs and our jobs easier, and will lead to less stress and confusion when complications with budgets/ad hoc/reimbursements arise. If you have a question about anything regarding this contract or any forms, ad hoc requests, reallocations, budgets, or anything else, please email sfc@oberlin.edu, your councilperson, or pop by the office in Wilder 316.

Please sign your name below to indicate that you have read and understand the policies around spending funds allocated by SFC (electronic signatures okay):

SIGNATURE: _____

PRINTED NAME: _____

DATE: _____

ORGANIZATION: _____