|  |
| --- |
| Stony Brook Science Fiction Forum |
| How to be a Treasurer |
| Basic info and notes |

|  |
| --- |
| James Alexander Bylicky  Fall-Spring 2015 |

Contents

1. Explanation
2. Basics
3. Tips for Organization
4. Communication
5. Things that need knowing
6. **Explanation**

A Science Fiction Forum Treasurer is in charge of the economic stability of the club and the continual flow of allocations as well as assisting in the continuation of cooperation between the forum and the USG Treasurer. To simplify what was said earlier, you are in charge of money that flows in and out of the club as well as making sure that any request which is asked of you is considered and put up for allocation. You also need to be able to talk to the treasurer if something goes wrong or you need to just double check on a voucher or if an exchange went through or not. I will go through each step that I went through to make it easier for you, the newly anointed lord of money.

1. **Basics**
2. **Campus Vine**: Campus vine is an obnoxious little website that USG thought up to help make vouchers and reimbursements “easier” for club members. It is not a hard program to use, it is just tedious and it doesn’t actually tell you how much your club has left.
3. **Vouchers**: To make a voucher, you click on allocate at the top of the page and you should be brought to a new page that has a square interface that says “banana stand”. Under that there should be 2 buttons, Vouchers and Reimbursements. Making a voucher is very easy, you click on vouchers and just fill out the page with a justification, who you’re getting your supplies or products from and then putting in what you’re getting. MAKE SURE YOU PUT VOUCHERS AS 2015-2016 AY AND NOT UNDER AN ASSET GRANT!
4. **Reimbursements**: As mentioned with the vouchers, there are 2 buttons, this should be the second one. Now first off, you need to go to the USG homepage, and go to the treasurer page. Look under documents and you should have a reimbursement form. It will be a excel document that asks what you’re getting and why you are getting it as well as filling out basic info. You fill out the form and email this to the treasurer and then wait for a response. It should take about 4-6 days and then you go on campusvine if it was accepted and fill out the form on campusvine. You need to update your information on campusvine so that you are able to accept reimbursements from USG. Lastly, when you finish buying whatever it is you were attempting to buy, just bring the receipt to the USG main office so they can have a copy.
5. **Asset Grants**: The problem with an Asset Grant is that it has to be something completely justifiable since you are being put in front of a group of senators during the grant review. You should have this filled and prepared after the first 2-3 weeks of classes because that money vanishes ridiculously fast. The object you are getting has to last for at least 2 years, as well as you cannot ask for a similar object until 2 years have passed. An example is: you need to replace the computer in the forum, the computer you are getting has got to last 2 years and you cannot even think of buying or attempting to get another grant for a computer until after those 2 years are up.
6. **Read the Financial Bylaws**: This is important just because USG likes making silly little rules and putting it in really small writing so if someone messes up they can reprimand them. These are also important because you have to follow these rules as per USG and New York State Law. It’s a fairly big read, my recommendation is to read them over the course of a week or 2, taking 2 sections a day.
7. **Tips for Organization**
8. **Bookkeeping:** The easiest way to keep track of what you’re doing is to make sure you have a simple way to keep track of all the allocations and the money that has been spent. There are two methods you could use, the first is to get a marble note book and simply open up the back of it and make that how you keep track of how much you spent and have the front be what the allocations are to keep track of everything people have asked for. The second method is to make 2 different Excel documents, 1 is the total budget, and 1 to be the allocations.

I went with the second one.  
This is the page for the budget.   
<https://docs.google.com/spreadsheets/d/19DvJT1Kk71yy-OYXYVSLe0JnP1JCHK3jaaqUnE4bKgc/edit#gid=2102817269>  
This is the page for the allocations. <https://docs.google.com/spreadsheets/d/1L6jMaHwXkpQbZQjzgt8aRHnmss6Xqy0M7C4gu1JcV8A/edit#gid=0>

1. **Keeping in contact with the accountant**: To make sure that you ae where you should be, go talk to Gina from accounting in the USG account office on the second floor across from the USG main office. Ask for a detailed account summary for the SciFi Forum. This helps a lot especially when they mess up their accounting. Also Gina is an angel so she will explain and go step by step about what things mean if you don’t understand.
2. **Take a breather when you can**: So helping the forum becomes a chore, and a complete pain in the butt if you keep coming back here and doing work only. Make a few days for yourself to relax and do your own school work, an easy method is set 3 days to be to yourself to do whatever you wish, whether it be regular school work or simply sleeping 3 days straight.
3. **Don’t work in the forum**: I’ve watched E-board members bring paperwork and E-board work to do in the forum and this is a terrible idea because the forum is a place for distractions and fun from the rest of the university. If you associate work with the forum then you’re going to end up not going or just avoiding the place all together which is no fun for you or the people you hang out with down there. Get your stuff done outside the forum and then come there if you plan to relax.
4. **Communication**
5. **Keep in contact with your fellow E-board:** You are in a team and you are a team player, keeping in constant contact means you don’t have to do all the work and that you don’t get your president quitting because of some silly jibber jabber. The easiest way to do this is simply make a Facebook message that includes all of the e-board and just leave notes or messages about what’s going on or what you are doing.
6. **Talking to the USG Treasurer:** If you are in contact with the treasurer and you are on good terms with them then getting things sent through at the last minute or fixing problems that happened becomes oh so much easier.
7. **The accountant:** I mentioned why this was a great idea earlier, especially since she will sit there and use her time to help you through a problem.
8. **Things that need knowing**
9. **KPI:** KPI is a thing that was introduced by the previous treasurer of USG and is a complete pain the butt. What KPI does is measure how well the club gets the job done and how much importance that USG should focus on the club. High KPI is good, low KPI is bad. The forum’s is around 15.3 last I looked (4/20/2015) which isn’t great but it’s not terrible.
   1. **Increasing KPI:** To increase KPI the e-board has to submit vouchers, reimbursements and other forms in on time. An e-board member can visit a USG meeting or senate meeting and this will increase the club’s KPI. Hosting events that are student centered or successfully friendly get KPI to increase.
   2. **Decreasing KPI:** Late submissions, submitting a reimbursement on campusvine without handing in the form first. Not handing in receipts, and hosting events that are open to the public but are not “successful”. Not listening to club constitutions or USG Financial bylaws.
10. **Budget Applications:** A budget application is a plea to USG asking them for more money for the next upcoming e-board or the next academic year. The due date is dependent on the treasurer of USG at the time, however the form is generally the same unless otherwise stated. The budget app form can be found on the USG page, the most recent one is an excel sheet with 7 or 8 tabs about different variables such as decorations, trip expenses, office supplies etc. The general rule of thumb is to ask for about 2.5 times the amount you expect to get because if USG changes their minds and decides you need more money, they will go off of this to give you the amount accordingly. The easiest way to figure out what to put on it is to think about what the forum is and what exactly does it need. Think about how expensive books and movies were when allocating them. I will give you the budget app that I made when you become treasurer to give an example of what it would look like, but this is something to think about during the semester.
11. **E-board members are humans too:** Now this goes without saying, but understand that your fellow e-board members have their own lives and are dealing with their own things, try to support each other and keep each other going. I’m not saying do all of their work, I’m saying that if someone is having a really rough time, ask if they need you to carry a bit of the load for a bit with paperwork.
12. **Asking for help:** If you are in trouble or you need a break such as if you got exams coming up or your dog died, tell the rest of your e-board that you need to relax a bit and ask if they can help out for a little bit until you can set yourself back up. There are even older forumites who were treasurers, if you get stuck on something you could always ask Vince or myself for help.
13. **You are the Treasurer:** Don’t go trying to run the whole club yourself, I did that for a little bit and by god does it drive you ballistic. You should focus on your task which is keeping the budget up and running and making sure forms are handed in on time and effortlessly. If you are asked to help with something else, great! Help out but your main job is the money and telling the president that they aren’t making a smart decision with it if they are not. You’re an advisor, a helper and an accountant for the club. BE PROUD! BE AWESOME! BE TE HIGH LORD EMPEROR OF THE MONIES OF THE FORUM!