

Financial Policy and Guidelines Cheat Sheet

Treasurer - Rebecca Ellison



Fall 2016 **These guidelines are what you will follow if you are planning on being a Package 3 or 4.

**If you are planning to be a Package 2 the "Funding Guidelines in Brief" apply to your Supplemental Request.

Account Funding Maximums	
Type of Account	
Activity	\$2,500
Equipment	\$2,500
Advertising/Printing	\$1,000
Travel	\$2,000

In addition to the account funding maximums, each organization has the opportunity to choose one of the four accounts to increase the maximum by \$1,000 dollars. For example, if a student organization would like to have additional funding in their activity account, the group must submit at the top of their final budget research "ACTIVITY ACCOUNT." If an organization does not indicate the account that it would like the additional funds added to, then it forfeits its right to the additional \$1,000 increase in an account maximum.

<p>Recruitment food (\$225) and banners (\$150) are automatically funded in addition to budget.</p> <p style="text-align: center;">Items Not Funded</p> <p>Fundraisers or charities Decorations (tablecloths, balloons, streamers, etc) Events of purely SOCIAL nature, exclusive events Equipment and Items that could become individual possessions Salaries for members or advisors Additional Towerlight advertisements Non-consumable goods, giveaways</p>
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Funding Guidelines in Brief

*The Senate reserves the right to make exceptions when there is a discrepancy for an item not funded that falls within the constitutional purpose of the organizations.

Activity Account	Equipment Account	Advertising/Printing Account	Travel Account
<ul style="list-style-type: none"> Used for on-campus events Food for events-\$500/event DJ- \$300 per event Any other Service Provider (ie. Speakers, Entertainers)- \$500 per provider ECS Labor Costs (<i>must use ECS price list, requested funds must be appropriate for event type and expected attendance according to ECS policies</i>) 	<ul style="list-style-type: none"> Use ECS price list or obtain written approval from ECS to use outside sources. \$50 maximum per semester for Supplies 	<ul style="list-style-type: none"> Use TU Art Services and Copy Center Price Lists Fliers - \$150 /event Contact sgamarketing@towson.edu for Towerlight Ads and marketing services 	<ul style="list-style-type: none"> Use the Transportation Services price list for vans, cars, buses, etc. Gas reimbursed per mile traveled at the current state rate Hotel (110+ miles) - \$150/night/room; max of 3 nights; 4 people per room University/Personal Transportation (university vehicles)-\$500 maximum per trip; \$1,000 maximum per semester Complex transportation (air/train/ground) \$1,500 maximum per semester. Conference/convention registration- \$600

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