Allocations Board

- **Treasurer Position:** Nicole Lenchner – nicolejl@brandeis.edu
- **Allocations Board Chair:** Judy Nam – jnam@brandeis.edu
- **Other Members:**
  - Alexander Mitchell – amitch@brandeis.edu
  - Millie Wu – mwu@brandeis.edu
  - Uros Randelovic – urosr@brandeis.edu
  - Chen Ziyang – ziyangch@brandeis.edu
- **General Inquiries:** clubfinance@brandeis.edu
Office of the Treasurer

Treasurer: Nicole Lenchner

Deputy Treasurer:
Adina Steinman (Deputy assistant treasurer)

Assistant Treasurers:
Danya Schlussel
Saige Rosenberg
Olivia Rosenberg
Katie Kest

David Elisha
Andrew Miller (Old treasurer)
Noa Cardin
Emily Levine

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THE DEDICATED STAFF

- Stephen Costa
  - Budget Analyst (Student Clubs)
- Autumn Sendzik
  - Conference and Events Specialist
- Robert Steinberg
  - Student Activities Specialist
- Stephen Pagios
  - Associate Director of Student Activities
- Stephanie Grimes
  - Director of Student Activities

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Clubs & Organizations

- Recognized
  - No A-Board allocations. Only Fundraising and Gift

- Chartered (250+)
  - Funding from the A-Board; shorter time frame

- Secured (8): WG, SE, WBRS, SSIS, BTV, BEMCO, ARCHON, SPORTS
  - Annual budgets; budgets determined earlier
  - Guaranteed “baseline” amount (if justified)

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How to Get Money for Your Club

3 TYPES OF FUNDING

1. A-Board Allocations Fund (SAF)
   - Only for chartered and secured
   - Can only spend allocations for specified purpose
     - Changes must be approved by Allocations Board and Treasurer
   - Unspent money reverts to the A-Board, to be reallocated
     - Late payments must be approved by Treasurer/Budget Analyst
   - Some restrictions apply to what can be spent
     - A-Board scope; University policies

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How to Get Money for Your Club, Cont.

2. Club Fundraising Accounts
   - Carries over from year to year
   - For ALL clubs (recognized, chartered, secured)
   - Must adhere to University policies, but not F-Board scope

3. Club Gift Accounts
   - Tax-deductible donations to your club
   - Donors may specify restrictions on spending

   □ Do not Comingle Deposits!
   - More details to follow later on how to make deposits

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Allocations & Marathons

- **Regular Marathon**
  - Meetings with A-Board: After Rosh Hashanah; TBA
  - Sign up on SUMS at [http://www.brandeisweb.com/](http://www.brandeisweb.com/)
    - Sign-up is by editing your “Club” record
  - Make Funding Requests & Fill Out Club Forms
    - Please edit your “Club” record in SUMS as well!

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Using SUMS to request allocations

- Demonstration

- “RA Type” Categorization:
  - Event Fees: CES costs only (Custodians, Police Detail, etc.)
  - Wages/Contractor Fees: All independent contractor costs
  - Materials/Supplies: Any physical materials or equipment
  - Other: Any other costs not in one of the above three categories.

- Items in general
  - Be specific! List items individually whenever possible.
  - Use clear descriptions – unclear items will be rejected by A-Board
  - Use appropriate expense categories (SUMS will flag many mistakes)
Expense Types – Selecting a Category

- Books, CD’s, DVD’s – Also board games, video games, and other media
- CES – Fees for custodians, police details, noise permits, etc.
- Clothing/Uniforms – club T-shirts, sweatshirts, etc.
- Food/Drink (7306) – all event food, snacks, etc.
- Office Supplies – Pens, paper, etc.; also includes toner
- Printing and Publications – Student publications; printing posters/flyers
- Software – Software for PC, Mac, etc.
- Travel – Mileage, flights, bus and train tickets, T fare, parking, tolls, etc.
- Independent Contractor (multiple types) – Described during “Payments”
- General Grant – Any other category

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Making Fundraising Deposits

- **Check Office Hours**
  - Deposits are not available until confirmed by the Treasurer or Budget Analyst.

- **Have your money counted and checks totaled**
  - Make separate deposits for (1) cash/coin and (2) checks/money orders
  - Must input in SUMS before bringing to Treasury

- **Coin limit of $25 per deposit; Max 2 rolls**
  - Coins must be wrapped if $10 Q, $5 D, $2 N, and 50¢ P

- **Procedures to follow**
  - All checks must be payable to “Brandeis University”
  - Specify club and purpose in the Memo field
  - Do not delay – if checks bounce/are rejected, YOUR CLUB PAYS ALL BANK FEES!
Making Gift Deposits

- Do Not Bring to Student Union
  - Gifts should go to Donor Relations (Epstein) or to the Budget Analyst (Gryzmish)
  - Gift checks should not be mailed to student mailboxes; only to donor relations

- Do Not Input Gift Checks in SUMS
  - Gifts are only available after they post in PeopleSoft (~8th of each month)

- Important Policies and Procedures
  - Submit checks to Donor Relations – Check, Cash, or Credit Card (website only)
  - Must be payable to “Brandeis University” & clearly labeled “Gift” or “Donation”
  - Donors should specify club and “Senate Gift Fund” (especially for website!)
  - Will not be accepted if > 2 months old – no exceptions – do not delay!
  - Do not comingle fundraising and gift checks.

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Brandeis Branding Policy

- “Swag” must be “Brandeis” branded!
  - Clothing must say “Brandeis,” in English, on at least one side
    - For 2-sided printing, items must say “Brandeis” on both sides
  - Pens, frisbees, etc. must say “Brandeis” on them in English
  - Preferred that you fit in “Brandeis University,” if possible
  - Please get design approval BEFORE placing your order!!
    - Get from clubfinance.edu
    - Design template required on all payment forms, in addition to regular documentation
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Event Food Policy

Dining Services: Sodexo is “Exclusive Dining Provider”
- All on-campus events should use Sodexo catering/food

Waivers may be available ONLINE in the following circumstances:
- Any club fundraising activities (e.g., bake sales)
- If Sodexo cost is proven to be significantly higher than another vendor
- If Sodexo cannot provide the required services (e.g., kosher Chinese)
- If the preparation of the food by the club is integral to the club or event
  - No off-campus caterers are allowed to do work on campus
  - You may not order from an off-campus franchise of an on-campus service
    - Dunkin Donuts, Starbucks, Einstein Brothers Bagels
How to Spend / Access Club Funding

- **Five different ways to make payments:**
  - Independent Contractor Payments
    - NEPRF, SPF, PR-1
  - Check Requests
    - PRF, PO
  - Chart Strings (Department Transfers / Electronic Billing)
    - *Never* given to students. Have department email costa@brandeis.edu.
  - Credit Cards
    - P-Card
  - Cash Advance
    - Through Student Union Treasurer only
How to Make a Payment

- Payments MUST ONLY BE FROM ONE CLUB
  - If costs are shared, request a funding transfer to a single club
- Determine Payment type and enter request in SUMS
  - If you have questions, CLUBFINANCE@BRANDEIS.EDU
  - Only PRF, NEPRF, SPF, PR-1, and PO can generate a check
- Submit paperwork:
  - To the Student Union Romper Room (check requests, P-Card receipts)
  - To Student Activities (all contracts requiring signatures)

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PRF: Payment Request Form

- Reimbursements (to Brandeis Staff, Students, and Faculty)
  - Itemized original receipts (No photocopies)
  - Itemized online print out of order AND Bank/Credit Card Statement
    - Name on statement must match payee name
  - All receipts MUST be taped flat to a white 8½” x 11” sheet of paper

- Direct payments to vendors
  - Itemized Invoice/Quotation (numbered if possible)
    - A “Statement of Account” is NEVER acceptable documentation!
  - “Brandeis” W-9 (If not paid by Accounts Payable previously)
  - W-8 BEN if a foreign company

- Submissions not meeting guidelines will be returned as “incomplete.”

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Making a PRF in SUMS (Demonstration)

☐ Log in to SUMS at http://www.brandeisweb.com/

☐ Click the “Requests” tab

☐ Click the “PRF’s” sub-tab (you may need to scroll to the right on some PC’s)

☐ “New” PRF – this is the PRF “Header”
  □ Fill out screen – be very specific. Note: Trans Ref Num is for invoice numbers
  □ When finished first part, click “Save and Close”

☐ “New” PRF Item – this is where you select funding
  □ Only select one funding source per PRF Item (repeat for multiple items)

☐ “Print Form”
  □ Be sure to click disk icon and print the PDF file (not webpage)
New Chart of Accounts

- Some of the numeric PeopleSoft codes that you select when making a PRF have changed:
  - New Categories:
    - 7116 – Non-Clothing Promotional Supplies ("Swag")
    - 7124 – Club and Event Supplies not Otherwise Categorized
    - 7452 – Moveable Equipment $\geq$ $5,000$
    - 7454 – Fixed Equipment $\geq$ $5,000$

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New Chart of Accounts, continued

- Existing categories with new account codes
  - 7177 – Space Rental (formerly 7227)
  - 7202 – Organizational / Membership Dues (formerly 7121)
  - 7203 – Books, CD’s, DVD’s, Games, Subscriptions (was 7305/7123)
  - 7246 – Mail Expense (formerly 7115)
  - 7247 – Priority Mail, Shipping (formerly 7117 and 7119)
  - 7306 – All Food/Drink (formerly 7361 and 7367)
  - 7310 – Conference/Outing/Tournament Fees (formerly 7364)
  - 7803 – Other Non-Supply, Non-Service Expense (Donations only)
Independent Contractors

Types
- SPF, NEPRF, and PR-1

Contracts (Stephanie Grimes)
- Independent Consultant Agreement and CORI certification*
- Consultant Authorization (Requisition Form) if non-performer ≥$1500
- Invoice AND “Brandeis” W-9 (If not previously paid by AP)
- **Cannot pay contractors salaries/fees out-of-pocket (EVER)**
- **Make sure your contracting agreement fits to budget**
- **University authorized signature is required BEFORE WORK BEGINS**
Independent Contractors

- PR-1 (Brandeis Staff/Faculty/ non-company Coaches and Instructors)
- One time payment form AND always charged +7.7% fringe
- If individual is Grant funded, speak with us FIRST
- SPF (Any Brandeis student)
- NO longer need Blue Employment Card
- Student Payment Form
- Payroll is 15\textsuperscript{th} & 30\textsuperscript{th} (May/Jun./Dec. 15\textsuperscript{th} only)
- Turn forms VERY EARLY (Takes a while; early deadline)
- Payment in Jun/Jul/Aug +7.7% fringe (Usually)

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Purchase Orders (PO)

- Procurement Services
  - Ordered through Union Treasurer using Marketplace+
  - All Non-contractor invoices of $1500 or more
    - Requests of $5,000+ require three price quotes or a Sole Source letter
  - Standing PO (Repeated payments to ONE vendor)
    - Not all PO’s are standing!
  - “Brandeis” W-9 if not paid before (W-8 BEN if a foreign company)
  - Procurement can help you get deals with payment – preferred vendors
    - Better warranty protection

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Other Payment Types

- Internal Transaction and P-Card Form (ITP)
  - P-card (Union treasurer, deputy treasurer, or club)
  - Mail Room
    - Postage slips, freight
- Other Types
  - CES Reservation (Autumn Sendzik)
  - Journal Entry/Club transfer
    - Please email clubfinance@brandeis.edu to request a funding transfer
P-Card Rules

- For all P-Card Holders – You must turn in your receipt within 24 hours of the purchase.

- Any club that fails to submit documentation by this deadline will have its P-Card immediately suspended until the documentation is brought up to date. Continued violations may result in loss of P-Card privileges.

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PAYMENTS HINTS

- Do not wait until the last minute or the end of a semester
  - Last minute request might not get processed
  - Accounts Payable cut/distribute checks ONCE a week
  - Payment deadline before finals

- ALWAYS make your own copy BEFORE submitting to us
  - **DO NOT USE STAPLES** – please use paper clips.
  - Be sure to sign your forms and fill out the preparer information!!
  - **Taping receipts to 8.5 by 11 paper is MANDATORY**
    - Cut receipt if it exceeds paper size
    - Do not fold receipts or go over the edge of the page

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Resources/Website

- Cash Boxes
- P-Card
- www.brandeisweb.com

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Resources/Website

- SUMS User Manual
  - [https://wiki.brandeis.edu/twiki/bin/view/StudentUnion/SUMSFAQAndTutorials](https://wiki.brandeis.edu/twiki/bin/view/StudentUnion/SUMSFAQAndTutorials)

- Club leaders mailing list
  - Lists.brandeis.edu –> login –> search clubleaders –> subscribe (or ask an Assistant Treasurer’s and we can add you)

- Club resource center (Romper room) access
  - secretary@brandeis.edu

- Questions, Comments?
  - clubfinance@brandeis.edu