

# Finance Committee

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Initiatives Do's and Don'ts!

# What is Finance Committee?

Finance Committee is a student run branch of SGA that helps decide, budget, and make financial recommendations for all clubs on campus!

All organizations and clubs on campus are encouraged to schedule an initiatives presentation if they want funding to host an event or attend a conference.

The following presentation shows an example of what is expected and requirements that must be met in order to receive funding for your club or organization!

All important documents for Finance Committee can be found on the Suffolk Website under SGA Finance Committee tab.

# Expenditure Guidelines

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# Articles of Clothing or Uniforms

Recognised clubs and members can request up to twenty-five dollars (\$25) towards purchasing any article of clothing per person per semester.

If the cost of clothing is more than twenty-five (\$25) per person then the club/organization must cover the remaining cost.

When requesting funding for clothing, three options given for pricing Must be the same article of clothing!

Students sponsorings articles of clothing over \$25 must collect money BEFORE orders can be placed.

# Request for T-Shirts Example:

## Option One:

### Silver Screen Design

<https://cart.silverscreendesign.com/ssd3/shop/design-studio/enter-quantity>

40 t-shirts (assorted sizes) -  
**\$566.55**



## Option Two:

### LogoSportwear

[https://www.logosoftwear.com/builder/?product\\_id=25572&new\\_user=1&size\\_qty](https://www.logosoftwear.com/builder/?product_id=25572&new_user=1&size_qty)

40 t-shirts (assorted sizes) -  
\$720.80



## Option Three:

### Rush Order T's

<https://www.rushorderteeshirts.com/design/#?item=4278&color=21813>

40 t-shirts (assorted sizes) -  
\$847.60



# Requesting food for Events

## On Campus:

Food Cost Cannot Exceed more than Fifteen Dollars (\$15) per person.

If ordering on campus food from off campus, permission must be granted from advisor and Bob Cirame from sodexo ( Bob does not apply for under 10 people)

## Off Campus:

Food Cost Cannot Exceed more than Fifteen Dollars (\$25) per person.

Dinners for clubs/organizations cannot be greater than the number of the executive board members multiplied by two.

## Both:

The Student Activities Fund will not subsidize the cost of food at general meetings.

Special Meetings will be defined at the discretion of the finance committee.

SLI will sponsor Catering/ food for first and last general meetings.

# Request for Food Example:

## Option One:

### Florina's

- 3 Cheese (M) = \$39.00
- 2 Pepperoni (M) = \$30.50
- 1 Gluten Free (M) = \$10.00

Total W/ Tax = \$85.07

## Option Two:

### Sal's

- 3 Cheese (M) = \$47.97
- 2 Pepperoni (M) = \$36.98
- 1 Gluten Free (M) = \$12.99

Total W/ Tax = \$104.80

## Option Three:

### New York Pizza

- 3 Cheese (M) = \$52.17
- 2 Pepperoni (M) = \$38.30
- 1 Gluten Free (M) = \$18.09

Total W/ Tax = \$108.57



All 3 locations are for the same quantity & Type of food.  
The preferred option doesn't have to be the cheapest!



# Requesting for Conferences

## Important Takeaways:

- Request no less than 14 days prior to departure date
- SGA funds 80% registration, travel and room costs of the first four members, and 40% of the rest of the members
- Club advisor is 100% covered
- We will not fund souvenir costs unless included in registration cost.
- All receipts from the conference **MUST** be handed to SLI within 1 week of returning.

## DO before coming to Fin Com:

- Must meet with advisor prior to deciding to attend the conference.
- Fill out Conference Initiatives Request Form

# Breakdown for Conferences Example

Name	Member/Advisor	Total Cost	Cost Covered/Requested to Fin Com
Person 1	Advisor	\$100	\$100
Person 2	President	\$100	\$80
Person 3	Vice President	\$100	\$80
Person 4	Member	\$100	\$80
Person 5	Member	\$100	\$80
Person 6	Member	\$100	\$40
<b>Total:</b>		<b>\$600</b>	<b>\$460</b>

The club will need to cover the costs remaining after the request is approved. For this example, the club would need to cover \$140.

Total cost for the conference



Total cost that can be covered by Finance Committee Initiatives Request



“Rather have it and not need it than to need it  
and not have it”



- Anonymous