

Student Bar Association Budget Procedures

Current Spending

All spending of Student Bar Association (SBA) funds is currently frozen until the semester budget is passed. Each group has been approved to spend \$50.00 for pizza for their first meeting and may spend that money without additional approval from the SBA. Each group must fill out the university verification form, attach their receipt, have this form signed by the SBA and then submit it to the University for reimbursement. Any questions regarding the process for spending funds can be directed to candidus@camden.rutgers.edu.

Any other unapproved expenditures may not be reimbursed.

Groups that have events before January 28, 2007 should contact the SBA Treasurer at candidus@camden.rutgers.edu to make special arrangements for per-event budgets.

Important Dates

January 27, 2007: 5PM DEADLINE: Budget Information Due
January 28, 2007: Budget Discussion & Vote at SBA Meeting

These are not soft deadlines. If the information is not provided to the SBA Treasurer by the deadline, then the organization will not receive funding. Organizations that are unable to meet the deadlines must contact the SBA Treasurer immediately to make appropriate arrangements; absolute disregard for these deadlines with no communication to the SBA council will result in no funding for the organization.

The following information (discussed below in more detail) must be provided to the SBA Treasurer in order to receive and keep SBA funds for the Fall Semester:

1. Past Budgets – Fall 2006
2. Books – Fall 2006
3. Excess Funds – Fall 2006
4. Membership List (Updated)
5. Group Bylaws/Constitution (Not Needed If Already Provided)
6. Statement of Purpose (Not Needed If Already Provided)
7. Statement of Open Admission
8. Community Events
9. Law School Events
10. Spring 2007 Budget Summary
11. Administrative Expenses
12. Activity Schedule/Historical Data
13. Outside Income
14. Semester Meeting Schedule
15. Budget Representative

Most of this information is data that should already have been prepared by each group in order for the group to become an SBA funded organization. If it does not exist, the group must create it in order to comply with the funding requirements enumerated in the SBA Constitution Amendments I and II.

In an effort to avoid confusion and to help insure that each group provides all of the requested information, there is a form for each line item that groups must fill out and return with the requested information attached. All forms must be filled out and returned to the SBA Treasurer.

ALL GROUPS MUST SUBMIT THE REQUESTED INFORMATION – NO EXCEPTIONS WILL BE MADE.

The attached forms are available on the Treasurer's page in Word format, so that groups may download them and fill them out in digital format. The website address is: <http://www-camlaw.rutgers.edu/organization/o-sba/treasurer.html>.

The SBA council (Treasurer specifically) will maintain this information (forms) for each group. It will be made available, upon request, to the entire law school community.

Throughout the semester, organizations must comply with the following procedures in order to keep allocated funds:

1. A group must keep all funds from all sources in a Rutgers University account. This means that each group must have only its general account (containing SBA money) and its revenue account (with money from outside sources) and may not have funds in non-university accounts.
2. A group must provide its books from the previous semester to the SBA Treasurer during each budget cycle.
3. A group must provide a monthly accounting of SBA funds to the SBA Treasurer on the 5th day of each month. This report should include the amount allocated for the expenditure and the actual amount spent. This monthly accounting should also include any revenue generated by the event and a deposit verification showing that the money was deposited into a Rutgers University revenue account. Groups can provide an Allocation Spreadsheet (see attached) and/or they can provide photocopies of the verification reports (see attached) submitted to the school for payment.

Please Note: Excess funds should NOT be reallocated within the organization without prior approval by the SBA council. Any excess SBA funding will be returned to the SBA account at the end of the Spring Semester. Any excess that is reallocated without approval will be payable by the group from their independent revenue account or will be subtracted from their Fall 2007 Budget.

Commitment

Each President and Treasurer will be required to sign a copy of this document **on behalf of his/her organization** in order to certify that he/she has read the information, understands the requirements and the ramifications of noncompliance. Additionally, every form submitted to the SBA council must also be initialed by these two officers (or their equivalent) in order signify, **on behalf of the group**, that the information submitted is accurate – to the best of their knowledge based on the organization’s records.

Name (printed): _____

Signature: _____

Position: _____ **Date:** _____

Name (printed): _____

Signature: _____

Position: _____ **Date:** _____