9/1/2004

**Linda Fields - Student Activities Business Office went over forms:**

- All forms are on the website: www.uga.edu/stuact/businessoffice
- Encourages us to spend all monies given without going over
- Petty Cash
  - One form needed per different vendor
    - e.g. Wal-Mart and Kmart (two different vendors, two different forms)
  - One form needed per multiple transaction per vendor
    - e.g. Wal-Mart (and you go 3 times, then one form)
- Speakers must pay upfront and then be reimbursed
  - Complete a check request
  - With and honorarium attached
  - Airline ticket attached
  - Try to book stay at Georgia Center to limit transactions
- Travel is handled by Cassandra Teasley: Contact her if you have any questions on travel
  - If there are individuals in your organization that would like to travel, forms must be completed and in their office 2-weeks prior to travel
  - Maximum amount given for travel per individual, per calendar year is $100
- Spreadsheet attached to help treasurer keep track of balance
- Petty Cash vs. Check Request
  - Use petty cash first if you can
  - Cap on how much they will pay out per day per vendor is $500
  - No Gifts

**Jane Lewis - 122 Aderhold - discussed protocol for doing Budgets and making decisions**

- Once budgets have been approved, monies are good through June 30, 2005
  - **BUDGET REQUESTS MUST BE TURNED IN SEPTEMBER 13, 2004** - The deadline was extended
- Contact Ann Thompson for registration for each organization
  - All organizations must be registered by September 9, 2004
  - You have to register your organization every year
- When completing Budget here are some helpful tips:
  - If you have access to your organization's budget from last year then you should take a look at it
  - Keep in mind that they will be looking for the following:
    - What did they (MESA) propose last year and did they follow thru
    - Were there speakers or professional development functions that benefited the mathematics education community
    - How many people are in your organization
    - How active is the organization
    - Fiscal Record (what is the organization's history with spending?)
Have they been consistent?

- When turning in Budget
  - Fill out the green form (this may or may not be typed)
  - Also attach a one-page rationale for your budget request
- Budget Allocation Meeting will be held the week of September 20, 2004
- Organizations will be informed at the latest September 27, 2004
- One other service that is provided is the monthly allocation reports