

Quick Tips on *Group Logistics*

MONEY, MONEY, MONEY...

Dealing with student organization finances can be a big task. Here are some tips to make the process a little easier:

- Always have an organizational budget, no matter how small your cash flow is.
- Establish firm policies and procedures for dealing with all money matters.
- When reimbursing members, always require receipts for everything, no matter how small the amount.
- Deal with reputable businesses. Companies in far away places may be slightly cheaper, but what do you do when they don't deliver on time?
- Do everything the most economical way, even though you have plenty of funds at that time. Your organization will need those funds someday.
- If you are depending on fundraising for part of your funds be cautious. Fundraising is only going to yield benefits equal to the effort exerted.

Require the treasurer to give financial reports on a monthly or quarterly basis. It's the organization's funds, not the treasurer's. Everyone has a right to know and inquire.

To develop a budget:

1. Estimate costs for one year. Include costs of duplicating, food, advertising, rental fees, and any cost you regularly have.
2. Outline these costs in categories in an Expenditures section.
3. Create a Revenues category next. (This total must equal estimated expenditures). Plan how to raise funds and estimate this in categories of "Dues," "Fund-raisers," or "Donations."
4. If you plan well, this will help your organization have the funds it needs to meet goals.

CONSTITUTION VS. BYLAWS

What's the Difference?

A CONSTITUTION:

- Is concise
- Clarifies the group's purpose
- Explains the fundamental purposes of the group
- Provides the basic framework for the group's processes
- Provides historical perspective
- Is rarely revised

BYLAWS:

- Outline specific procedures for the groups functioning
- Help group conduct business in an orderly manner
- Provide further definition to the constitution
- Easily revised, and revised regularly as procedures change

From the University of Nevada, Reno Student Activities