AT ALL COSTS: UNDERSTANDING HOUSE FINANCES
AGENDA

Announcements & Useful Information
Accounts
Budgets
House Affiliation Funding
Endowments
Extra Funding
ANNOUNCEMENTS & INFORMATION

FINANCE SESSIONS
Nuts & Bolts – Thursday, 3/2 6-7pm via zoom
Fundraising – TBD

PCARD TRAINING (REQUIRED FOR PCARD HOLDERS)
Wednesday, 3/8 5-6pm via zoom
Tuesday, 4/11 5-6pm via zoom

INDIVIDUAL HOUSE MEETINGS
Next Term – Will reach out to schedule with each house

FORMER TR & PCARD HOLDERS
• Pcards will remain active until 4/28.
• Former Pcard Holders are still responsible for expense reports until card is closed.

TREASURER ROUNDTABLES
• Monday, 5/15 5-6pm
• Monday, 8/14 4-5pm
• Monday, 10/30 5-6pm
• Monday, 1/22 5-6pm
ACCOUNTS

PTA

• An internal financial code used to route payments to a specific Institute department, office, house, grant, etc.
• Think of PTA as your primary checking account.
• House balance will be reflected here.
• OBI will be where you can access your account balances.
  • Training will be provided in Thursday’s training.

BURSAR

• Bursar is responsible for billing of student tuition accounts.
  • At Caltech, the bursar is responsible for servicing student, club, and faculty accounts.
  • Think of the house bursar account as a secondary checking or pass-through account.
• Different from a PTA but linked.
• Each House has one, and it will hold a zero balance.
  • FYI – If a House Bursar Account is holding a credit or debit then at the end of the month, the Bursar will deduct or add any funds to the House PTA.
WHAT IS A PTA?

<table>
<thead>
<tr>
<th>P = Project</th>
<th>T = Task</th>
<th>A = Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORE. FIN</td>
<td>GEN</td>
<td>GB.SAO</td>
</tr>
<tr>
<td>ORE. EVENTS</td>
<td>1</td>
<td>GB.SAO</td>
</tr>
</tbody>
</table>

**P = Project:** Always the first section of the sequence and it tells us which office, project, program, or house to charge.
- Think ORE or Avery House.

**T = Task:** Is always the middle section of the sequence and it tells us the smallest piece of the puzzle.
- A PTA can have one or multiple tasks depending on how detailed the department needs or wants to be.
- Think general costs, food, transportation, facilities costs, overhead.

**A = Award:** This is always the last section of the sequence and tells us the largest piece.
- This portion will tell us if funds are coming from the general budget, a particular department like Student Affairs, JPL, Mathematics dept, etc.
## HOW TO USE A PTA & WHEN TO PROVIDE ONE

### Pcard Cardquest Reports

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caltech Dining</td>
<td></td>
</tr>
<tr>
<td>Caltech Facilities</td>
<td></td>
</tr>
<tr>
<td>Caltech Housing</td>
<td></td>
</tr>
<tr>
<td>Dept. or Office Contributions</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Catered Events</td>
<td></td>
</tr>
<tr>
<td>Room Reservations</td>
<td></td>
</tr>
<tr>
<td>Custodial</td>
<td></td>
</tr>
<tr>
<td>House Improvements or Repairs</td>
<td></td>
</tr>
<tr>
<td>Title IX Programming Incentives</td>
<td></td>
</tr>
<tr>
<td>Special Funding Help</td>
<td></td>
</tr>
<tr>
<td>Caltech Store</td>
<td></td>
</tr>
<tr>
<td>AMT</td>
<td></td>
</tr>
</tbody>
</table>
HOUSE AFFILIATION FUNDING
HOUSE AFFILIATION FUNDING TIMELINE

- Spring 2023 – April 14
- Fall 2023 – October 13
- Winter 2024 – January 12
- Spring 2024 – April 12

Fall Term:
- Third Friday of Term
- Due to Rotation Results
Winter/Spring Term:
- Second Friday of Term
Institute House Membership Database – used to track changes to membership

Qualtrics Survey – used to collect membership changes

IHC verifies initial numbers each Term prior to distributing funds

$90 per Full Member
<table>
<thead>
<tr>
<th>Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each House has an Endowment</td>
</tr>
<tr>
<td>Balance is unique to each House</td>
</tr>
<tr>
<td>Payout is different based on the house</td>
</tr>
<tr>
<td>Individual House Meetings will be scheduled next term to discuss in detail</td>
</tr>
</tbody>
</table>
ENDOWMENTS DOS & DON’TS

- All endowment accounts have a reporting obligation, which means that the account is subject to being audited and/or a written report.
  - Making sure that all the transactions come directly out of the PTA and not transferred is essential to this reporting structure.

- Need to be PRE-APPROVED before purchase!
  *Other offices may need to provide a secondary approval depending on the request (i.e. Housing).

<table>
<thead>
<tr>
<th>Endowment funds can be used on:</th>
<th>Endowment funds can NOT be…</th>
</tr>
</thead>
<tbody>
<tr>
<td>• House activities that promote professional development, education, etc.</td>
<td>• Used to purchase alcohol</td>
</tr>
<tr>
<td>• House improvements</td>
<td>• Gift Cards</td>
</tr>
<tr>
<td>• Purchases that benefit the entire house</td>
<td>• Donations</td>
</tr>
<tr>
<td></td>
<td>• Harmful substances: Drugs, Weapons, Radioactive materials.</td>
</tr>
<tr>
<td></td>
<td>• Transferred to another account</td>
</tr>
</tbody>
</table>
ENDOWMENT REQUEST AND APPROVAL PROCESS

1. REQUEST
   - Approval is required before purchase.
   - Fill out request form.
     - Find form on ORE website / HelpDesk.
   - Submit to Miranda directly or to the
     StudentFinHub@caltech.edu

2. FORM REVIEW
   - Hub will review request and determine if additional approvals or information is needed.
     - Hub approvers are AVP, Student Affairs Business Services Director, & Miranda
     - Secondary approvals may include Housing, Facilities, VPSA, etc.

3. ORE APPROVAL
   - No additional approval needed:
     - Will sign and return form to the House with purchasing instructions.
   - If additional approval needed:
     - ORE will reach out to the appropriate office.
       - A meeting may be needed to discuss details before approval.
“A budget doesn’t limit your freedom; it gives you freedom.”

~Rachel Cruze
BUDGETS

• Budgeting is one of the first steps in planning a successful activity.

• Your activity budget should be determined BEFORE you commit to hosting an event;
  • doing this will mitigate any challenges or surprises that you may encounter during the planning process.

• TIP: If you are looking at applying for any institute funding, grant, subsidy, or any kind of donation for your activity, complete this Budget Sheet ahead of time (1-2 months). It makes the application process or ‘ask’ much easier!
 EVENTS, ACTIVITIES, & PROGRAMMING BUDGETING GUIDE

The budgeting guide is meant to be a tool for helping your organization to plan a successful event, activity, or program. Budgeting is one of the first steps in planning a successful activity. This should enable your organization to allocate resources effectively and efficiently. The budgeting guide will walk you through each step of the process to help you create a budget.

No matter how big or small your event is, having a budget is essential. Having a budget can help you stay on track and ensure that your event is successful.

We hope this guide helps you create a successful event.

FIND THIS DOC ON ORE STUDENT FINANCIAL HUB WEBSITE

BUDGET SHEET

FIND THIS DOC ON ORE STUDENT FINANCIAL HUB WEBSITE

EVENTS, ACTIVITIES, & PROGRAMMING BUDGETING GUIDE

The budgeting guide is meant to be a tool for helping your organization to plan a successful event, activity, or program. Budgeting is one of the first steps in planning a successful activity. This should enable your organization to allocate resources effectively and efficiently. The budgeting guide will walk you through each step of the process to help you create a budget.

No matter how big or small your event is, having a budget is essential. Having a budget can help you stay on track and ensure that your event is successful.

We hope this guide helps you create a successful event.

FIND THIS DOC ON ORE STUDENT FINANCIAL HUB WEBSITE
BUDGET SHEET CONTINUED....

Make sure to fill this form out before meeting with Miranda about your activities budget.

- This form will help frame our discussion

<table>
<thead>
<tr>
<th>Description or Item</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food/non-alcoholic beverages</td>
<td>$</td>
</tr>
<tr>
<td>&quot;Any reasonable food, beverage, etc.&quot;</td>
<td>$</td>
</tr>
<tr>
<td>Alcohol/Bar(s)</td>
<td>$</td>
</tr>
<tr>
<td>&quot;Must be approved by OIE&quot;</td>
<td>$</td>
</tr>
<tr>
<td>Venue</td>
<td>$</td>
</tr>
<tr>
<td>&quot;A contract may be required. Must be submitted 3 weeks in advance.&quot;</td>
<td>$</td>
</tr>
<tr>
<td>Supplies &amp; Decor</td>
<td>$</td>
</tr>
<tr>
<td>Transportation</td>
<td>$</td>
</tr>
<tr>
<td>Security</td>
<td>$</td>
</tr>
<tr>
<td>Speaker/Performers/Entertainment/Entertainment</td>
<td>$</td>
</tr>
<tr>
<td>&quot;A contract may be required. Must be submitted 4 weeks in advance.&quot;</td>
<td>$</td>
</tr>
<tr>
<td>&quot;Additional fee for sound system may be needed.&quot;</td>
<td>$</td>
</tr>
<tr>
<td>Prizes or Giveaways</td>
<td>$</td>
</tr>
<tr>
<td>A/V</td>
<td>$</td>
</tr>
<tr>
<td>Facilities: Custodial, lighting, electrical, set-up/take-down</td>
<td>$</td>
</tr>
<tr>
<td>Other: Specialty equipment, screening fees, advertising costs, etc.</td>
<td>$</td>
</tr>
<tr>
<td><strong>EXPENSES GRAND TOTAL</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

**FUNDING SOURCES**

<table>
<thead>
<tr>
<th>Funding Source Description</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td></td>
</tr>
<tr>
<td>$</td>
<td></td>
</tr>
<tr>
<td>$</td>
<td></td>
</tr>
<tr>
<td>$</td>
<td></td>
</tr>
<tr>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

**NOTES:**
EXTRA FUNDING
EXTRA FUNDING

Student Retreat & Activity Fund
- Only $1500 per student group per academic year
- Application

Moore-Hufstedler Fund
- 2 Funding Cycles (Fall/Winter & Spring)
- Detailed Proposal Process & requires progress reports

Fundraising & Corporate Sponsorship
- Information Session coming March/April 2023

Alternative Venmo / Collecting Money
- More information provided in the Nuts & Bolts Session
More Training to coming

PTAs = ‘Bank Account’

House Affiliation Funding distributed on the 2nd or 3rd Friday of the Terms

Endowments – All houses have them but are different & need preapproval

Budget – Budget – Budget

Extra Funding is available but limited
FINANCE SESSIONS

- **Nuts & Bolts** – Thursday, 3/2 6-7pm via zoom
- **Fundraising** – TBD

PCARD TRAINING
(REQUIRED FOR PCARD HOLDERS)

- **Wednesday, 3/8 5-6pm via zoom**
- **Tuesday, 4/11 5-6pm via zoom**

INDIVIDUAL HOUSE MEETINGS

Next Term – Will reach out to schedule with each house

FORMER TR & PCARD HOLDERS

- Pcards will remain active until 4/28.
- Former Pcard Holders are still responsible for expense reports until card is closed.

TREASURER ROUNDTABLES

- Monday, 5/15 5-6pm
- Monday, 8/14 4-5pm
- Monday, 10/30 5-6pm
- Monday, 1/22 5-6pm
FINANCIAL SUPPORT TEAM

- Student Financial Hub Website
- Bursar’s Office
- Controller’s Office
- Pcard Office
- Student Affair Business Services
- StudentFinHub@Caltech.edu

Student Financial Hub

- Business Services and Operations Manager
- Office of Residential Experience
- Office Hours: Tuesdays
  - 3-4pm in-person (Building 390)
  - 4-5pm via zoom (Link on Website)
- mhuseth@caltech.edu

Miranda Huseth

- Administrative Coordinator
- Office of Residential Experience
- Office Hours: Wednesday
  - 1-2pm via zoom (Link on Website)
- jessw@caltech.edu

Jess Walker
QUESTIONS
QR Code for Session Survey.

Please fill out. Thank you!