

FINANCES FOR PAC GROUPS

PAC Con
Fall 2023



HI!

Danielle Fike (she/her)

My role: Financial Coordinator (FC)

My team: Financial Services Center (FSC)

My office: Office of Student Affairs (OSA)

crumb@upenn.edu

Website: osa.universitylife.upenn.edu/fsc

Location: Houston Hall, room 200



NON-SAC GROUPS

- Be careful maintaining accounts for your organization. Build in good financial controls (checks and balances).
- The OSA website has a page with [banking guidelines](#) for student groups without University funding.
- Getting paid by a campus department means you most likely must accept payment in the form of a purchase.
- Know your limits for your show expenses.
- Build an alumni base for support. Contact Laurie McCall to clear wording and methods of reaching out to alumni.
- Non-SAC groups are entitled to everything that all PAC groups get without the financial resources.

SAC GROUPS

- SAC (Student Activities Council) and PAC are two different organizations.
- Each SAC group has a liaison on the SAC Executive Board (a student) as well as a Financial Coordinator (staff).
 - SAC Exec distributes funding to the groups, your liaison is your contact for questions about your funding.
 - As your Financial Coordinator (FC) I will help you complete transactions to spend the funds that SAC allocates to your group.
- See the SAC website for GBM dates and SAC policies: sacfunded.net
- Use the SAC account for all of the group business. It's not a bank account, we don't dispense cash.
- SAC Online is a website where you can view the budget, transactions, and historical data for your SAC account.
- Treasurers should keep an accurate account of all transactions to compare with SAC Online.
- Before you spend funds, make sure that your organization has it in your SAC account.
- Check [SAC's Funding Guidelines](#) for details on what is/isn't funded.



SAC DEBT

- There are a few common ways that organizations fall into debt:
 - Not adjusting to budget cuts from SAC
 - Overspending at Campus Copy
 - Overspending on instructors
 - Not depositing revenue
 - Overspending on Non-SAC expenses
- Review the debt policies in the [PAC Handbook](#).
- SAC 20% - 20% of reported ticket sales go back to SAC. Not depositing the actual ticket revenue from your show will result in a deficit.
- Facility costs are charged to your SAC account and credited back later. Credits are processed manually, don't panic if you see a deficit in that category.



DID YOU MISS SOS?

The OSA had financial training sessions for SAC and Non-SAC groups at the Student Organization Summit (SOS) on Monday, August 28.

Reach out to me if you didn't attend!

PAYMENT PROCESS REMINDERS

- Advance notice is really important – Penn’s processes take time.
- Paying people outside Penn especially requires advance notice – specifics are reviewed by multiple offices **before** the work takes place.
 - Start by completing the Student Performing Arts Hiring Form
- The Purchase Order (PO) is Penn’s preferred buying method.
- Use Supplier Search to find PO vendors.
- Group merch is **always** purchased with a PO.
 - Check branding guidelines before you make a graphic.
 - These are the approved suppliers for merch.
- If your group has a SPcard be aware of the policies.
 - New receipt reconciliation process this year (webform).
- Concur may be used for reimbursements if necessary.
 - Note: we cannot reimburse payments to people.
 - Email Danielle to start reimbursement process.
- Do not sign contracts yourself, bring to Laurie or Danielle.
- Complete your group’s business in the current semester.

PAYING STUDENTS

- Students are paid through Workday at an hourly rate (no flat fees). No exceptions.
- Advance notice is required.
 - Not all students are eligible to be paid for work.
 - Some students' other on-campus jobs may not allow them to take on additional jobs.
- The weekly limit is 20 hours of work across all on-campus jobs.
- Students cannot hold more than two on-campus jobs.
- The weekly pay period is Monday – Sunday.
- Timesheets are due by 9pm on Sunday night to get paid on Friday.
- There is a cost to your group for all payments completed through Workday.
 - Mandatory contribution to Penn's Employee Benefits pool (often abbreviated "EB")
 - 9% surcharge for payments to students
 - Up to 32% surcharge for payments to staff members
- Taxes will be withheld and the pay rate cannot be compensated to adjust.
- There are many factors that can lead to a payment delay, including work authorization, onboarding, and completion of timesheet.

STUDENT PAYMENT TIERS



TIER 1 \$18 - \$25 / HOUR

- Lighting Board Operators
- Sound Board Operators (and/or Sound Mix Engineers)
- Projections Operators
- Designers (no board operation)
- Media Creators
- Stage Managers for Non-Theatrical Productions
- Photographers/Videographers



TIER 2 \$27 - \$37.50 / HOUR

- Combined Lighting Design and Board Operation
- Combined Sound Design and Board Operation
- Combined Light Board and Sound Board Operation (and/or Sound Mix Engineers)
 - o Sound Engineers/Mixers can't run lights/projections at the same time. Sound board operators can.
- Combined Videographers and Video Editors
- Stage Managers for Theatrical Productions
- Any other combination of Tier 1 Roles



STUDENT PAYMENT PROCESS

STEP 1

Review pay rate guidelines for the work being completed.

STEP 2

At least two weeks in advance of work:

Email Danielle the name(s) of worker(s).

STEP 3

OSA determines if workers are eligible to be paid and sends the group a Student Payee Request Form to be completed with all the details of the payment.

STEP 4

Submit Student Payee Request Form to Danielle.

STEP 5

OSA processes payment in Workday.

Potential steps include: job requisition, hire, onboarding, timesheet, payment to student.

The background features a vertical green bar on the left side. To its right, there is a blue curved shape at the top and a red triangular shape at the bottom. The top-left corner contains a pattern of white concentric circles. The main text is positioned on the right side of the slide.

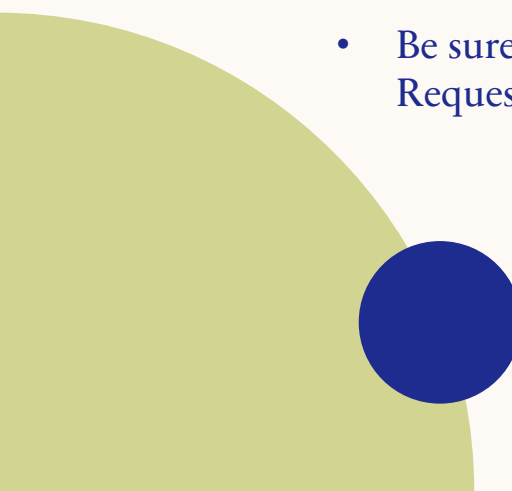
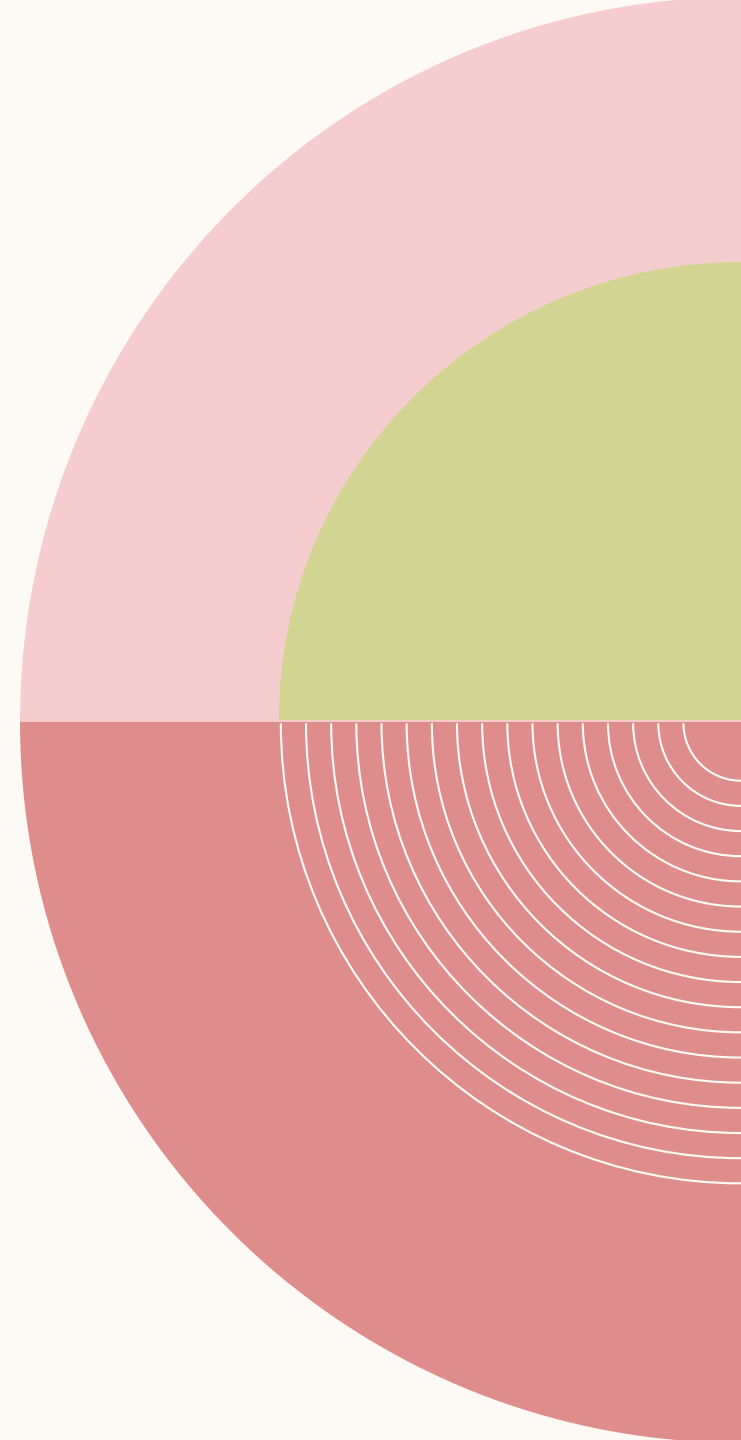
WANT TO AVOID ALL OF THAT?

Use Penn Student Agencies

- Offering photography, graphic design, and publicity services.
- Students are vetted for quality deliverables.
- Payment is a simple electronic transfer – contact me to make the payment.

GIFT FUNDS

- Reach out to Laurie McCall to clear wording and methods of alumni outreach.
- Transactions utilizing gift account funds require extra communication and time for review.
 - First, check with Laurie to make sure the purchase is in line with the gift fund purpose.
 - Next, contact me to make the purchase.
- Be sure to specify gift fund on SPcard report form or Payment Request Form – our default is SAC account, not gift account.





THANK YOU!

Don't hesitate to reach out with
any questions!

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