

A Guide to Managing Your Hillel **Finances**

→ As an Assembly Director, there are a lot of responsibilities that go into running your subgroup. One of the most important responsibilities is managing your finances to implement your desired programs. This document will serve as a reference on how to manage and address any inquiries regarding your Hillel finances.

I) How to Submit a Shopping Request Form

- The first step in ensuring that you have all your program essentials is filling out a shopping request form. This is a step by step guide on how to do so.
 1. Head over to the Hillel Website: <https://www.hillelatbinghamton.org/>
 2. Go to where it says ‘Students’
 3. Scroll down and click on ‘Important Links’
 4. Click on ‘Programming Portal’
 5. Scroll down and click on ‘Shopping List Requests’ and hit ‘Next Page’. This will take you to the Shopping List request page.
 6. Please fill out all required fields describing your event and other relevant information pertaining to your subgroup.
 7. When you reach the section labeled **Shopping List**, make sure all your materials are itemized. What this means is that the materials

you're buying must be clearly specified with links to the desired place of purchase and quantity if necessary.

- Here's an example: Say I was planning an event for Rosh Hashanah and I wanted to purchase specifically Fuji apples. I see that they are sold at Walmart and I know that I'll need 10 apples for my event.
- An acceptable entry for my shopping list would go as follows:
Fuji Apples, Bulk (10)
<https://www.walmart.com/ip/Fuji-Apples-Bulk/43923182>
\$10.42
- A couple of key things to notice about this entry: first, the exact item is listed, second, the quantity is stated (if necessary), third, the link takes you directly to the item of purchase and not to a search catalog, and last but not least, the price is clearly stated.
You'll need it for the last part.

**** It's very important to post direct links to your items as someone will be doing shopping for multiple subgroups and it will be easier for them and for you to get the materials needed for your event in a timely manner.**

8. Now that your shopping list is complete, calculate the total price of the items listed and type it in.

9. If you have a purchase that exceeds \$150, please specify on the request form.

10. You're all set. Click 'submit' and your shopping request will be processed.

II) Processing Your Shopping Request form

- Having submitted a shopping request form either Mickey or the VPF checks your shopping request to ensure that it abides by the following criteria:
 1. The money is being used to benefit the Hillel community as a whole. In other words, a portion of my budget is going to assist in putting on a program that the **entire** Hillel student body can enjoy.
 2. I will not use my budget for selfish purchases and only put necessities I will need for programs I put on.
 3. I will ensure for every shopping request I fill out that I **specify** all the items I intend to purchase.
 4. I will do my best to ensure that my shopping request form is completed no later than 2 weeks prior to my event.

III) Reimbursements

- In the event you find that you are unable to fill out a shopping request form and have to purchase something yourself:
 - 1) Email VPF to request a shopping exemption to purchase something on your own credit/debit card
 - 2) Hold onto the receipt
 - 3) Contact Jen Stone at jen@hillelatbinghamton.org and submit a photo of your itemized receipt (i.e. listing all the items and prices)
 - 4) You'll be reimbursed from Hillel equating to the amount of money on the receipt. (If you spend more than requested on your shopping request form you will only be reimbursed up to the amount requested and approved)

IV) Post Purchase Form

- After your event, you are kindly asked to fill out a form in which you specify whether or not you used other means of purchase besides your allocated budget. To do so:
 1. Follow steps 1-4 from section I
 2. Scroll down and click on '[Post Purchase Form](#)'

3. Kindly fill out the Google Form listing all required fields and then click 'Submit'

V) Contracts

- If you plan to have a program that requires a contract with a third party organization, you **must** send the contract to the VPF and the Assistant Director to be signed.

VI) Penalties

- Failure to comply with the guidelines listed in section **II** will result in the following consequences.
 1. If one of the guidelines isn't followed, the Assembly director will be documented as having one strike. Furthermore, a meeting is required to be held with the VPF to discuss the financial matter and how to resolve it.
 2. If all of the guidelines are found to be broken, the Assembly director will be marked as having two strikes. Additionally, a meeting is required to be held with Mickey, the President, and the Vice President of Finance to discuss the problems and make a solution.
 3. If the Assembly director is consistently violating the guidelines, even after the meeting from the second strike, the VPF will freeze their respective budget. The Assembly director will be documented as

having three strikes and is required to have a meeting with the President, VPF, Assistant director, and Executive director to discuss the future of the subgroups finances.

VI) Strategies on Managing Finances

→ Having been given an annual allocation, it may be a daunting task to manage. But fear not, for these are some helpful tips on maintaining a stable budget to best meet your programming needs.

- One strategy you could use would be to think of your annual allocation as a BU meal plan. You can meet with the VPF or set personal goals for how much of your budget you should have left to use and when to use it.
- Another strategy that is highly recommended would be to always check for prices. There can be amazing deals for materials that you need in the weeks leading up to your event. Nonetheless, following the 3 week deadline is truly befitful.
- Moreover, you can come meet with the VPF and map out a financial game plan that best suits your vision for the year.

Nevertheless, if you still have any more questions, comments or concerns, please don't hesitate to reach out. I'm more than happy to meet with you and discuss your financial needs.

Happy Spending,

- Evan Spector VPF (22'-23')
especto2@binghamton.edu or binghillelvpf@gmail.com
- Mickey Benson (Springboard Fellow)
mbenson@hillelatbinghamton.org
- Lauren Hollander President (22'-23')
lholland1@binghamton.edu
- Brian Freedman (Executive Director)
bfreedma@binghamton.edu
- Jen Stone (Assistant Director)
stonej@binghamton.edu