The General Fund

The general fund can be thought of as having two sections:

1. Fixed recurring expenses account
2. Surplus account

1. Fixed Expenses

Each academic year the fixed expenses account will pay for committee expenses as detailed below:

A.) Committee Specific Fixed Expenses*
   (cost that recur annually)

1. Spring Convocation
   a. $50

2. Peer Mentors
   a. $10 coffee card x 17 Pairs (as of 9/15/13) = $170

3. Orientation
   a. $75

4. Social
   a. $50

5. Snack Fund for all MPH-SA committees: $20 each in the fall to buy snacks for their first meetings (except for single-person positions and committees that do not meet)
   a. $60- Fall 2013 ( price may vary by year depending on number of committees)

Total Committee Fixed expenses 2013= $405

*These expenses are subject to change each academic year as determined by MPH-SA leadership.
2. Surplus Account

The surplus account contains any money that exceeds the fixed yearly expenses. When there is money in this account MPH-SA committees will have an opportunity to apply for committee loans from the general account. Money raised by committees will be passed to MPH-SA treasurer to be deposited into the general account and earmarked for use by that committee the following academic year. The treasurer will provide the committee with a receipt for funds deposited and report out at the end of the academic year on all funds raised and general account balance. Any committees that raises $50 dollars or more during the academic year will be required to contribute 10% of the total amount raised to the general account. Deposits must be paid by money order, cashier's check or cash, no personal checks accepted.

3. Loans

When there are funds in the surplus account committees can apply for loans to offset the cost of activities and events. The amount available to borrow is 7% of what the balance of the surplus account is at the beginning of the academic year. Loan applications will be accepted October 1st - March 1st and reviewed by an application review committee consisting of MPH-SA co-chairs, treasurer and a rotating member at large from one of the other committees. Loan applications will be processed within two weeks of receipt. Loans will only be granted for committee events and activities that would benefit the entire MPH Department and money cannot be used for committee planning meetings, other than initial $20 given at the beginning of the academic year from the fixed expenses account. Loans are required to be paid back in full by May 15th of the academic year that the loan was granted to the MPH-SA treasurer. Loans must be paid by money order, cashier's check or cash, no personal checks accepted.

4. Fundraising

Leadership Group
Every academic year all chair & co-chair committee leaders must conduct a collective fundraiser to cover the fixed expenses of that year.

Individuals Committees
Each committee is responsible to raise funds to support their events and activities. When a committee raises money there should be a designated committee member to track the funds and make deposits. The funds raised by each committee can be used to their discretion until they have a zero balance.