

2017 - 2018 Kick Off Meeting Treasury Session



Gulf Coast Section

2 Outline

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- **Payments**
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3 Introductions

SPE Gulf Coast Section Treasurer



- Prashant Sainani
- CIBC Investment Bank
- prash87@gmail.com

SPE Gulf Coast Section Vice-Treasurer



- Alberto Casero
- BP
- alberto.casero@bp.com

SPE Gulf Coast Section Treasury Member



- Leonard Johnson
- SilverBow Resources
- leonard.johnson225@gmail.com

SPE Section Manager

- Taylor Wright
- SPE-GCS
- spe-gcs@spe.org

What Are Study Group/Committee Treasurer Responsibilities?

Roles/Responsibilities

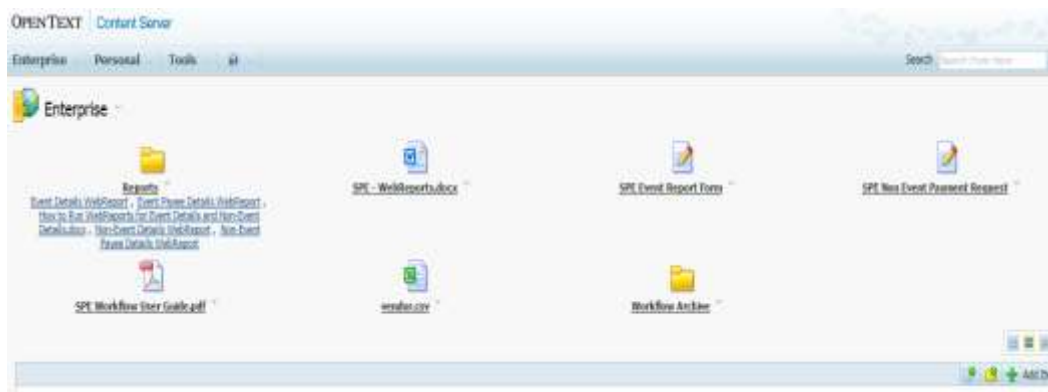
- Most of the Study Group Treasurers spend about an hour after their meetings to check the paperwork and enter the payment request in Livelink
- Event Treasurers keep track of the registrations and expenses until the event is completed. They enter the payment requests as needed in Content Server (Livelink)
- On occasion you will need to enter Non-Event Payment Requests in the Content Server (Livelink) for non-event expenses

Who Is Going to Help Me?

- The past Treasurer for your Study Group or Committee
- The Study Group or Committee Chairman, Vice Chairman, Registration Chair, Programs Chair, Facility Chair, etc.
- Prashant (Treasurer), Alberto (Vice Treasurer) or Taylor (SPE Section Manager)
- Your SPE-GCS Board Liaison

LiveLink Overview

LiveLink is the SPE-GCS system for Section Events financial tracking. Each GCS Study Group and Committee Treasurer has user access to upload Event reports to LiveLink for payment processing.



Best practices to ensure timely reimbursement from GCS

- Initiate event report in LiveLink promptly after the event. This step is critical and will reduce cycle time significantly. Typically, study groups upload reports within 1-2 days of the event.
- Attach invoices and proof of payment, both are needed

If you follow those steps, you will receive a check within 30 days of the reimbursement request submission.

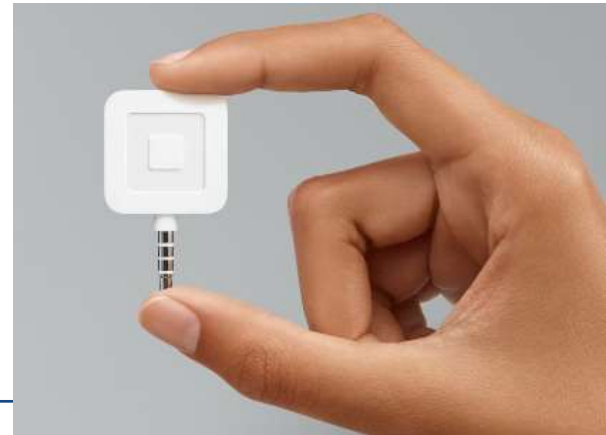
Accepting Payments

- After the registration is closed you collect all the registration stubs, and any cash and checks
 - Checks must be sent to SPE-GCS manager for deposit.
10777 Westheimer Suite 1075 Houston, TX 77042
 - The cash is paid to the event venue facility the day of the event and applied towards the event bill (get a receipt for cash payment)
 - You sign the event venue bill and retain a copy
- All credit cards should be processed with Square chip reader
- In special circumstances where credit cards cannot be processed, you can fill out emergency paper credit card forms and hand deliver them to SPE-GCS office after the event for processing.

Square

- SPE-GCS has gone digital with credit card payments
- Each Study Group or Committee should get a Square chip reader from SPE Office. Chairman or Treasurer will be responsible for the device. **(If you lose it, you will have to pay for replacement device.)**
- Extra Square chip readers may be checked out at SPE Office for special events.
- If you need a Square chip reader, please contact either David, Prashant or SPE-GCS for one.

<https://squareup.com/reader>



Budget Process

Milestone	Date
Budget Kickoff Meeting	1-May-18
Budget Request to SG/Committees	1-Jun-18
Review Submitted Proposals	15-Jun-18
Second Meeting: Review/Progress Update with Executive Committee	21-Jun-18
Incorporate feedback from Exec Committee and revert back to SG/Committees	29-Jun-18
Third Meeting: Incorporate Final Budget Submissions	11-Jul-18
Finalize Budget / Present to BOD for Approval	19-Jul-18
Finalize 2016-17 Financials	16-Aug-18
Present Final Budget at BOD Meeting	16-Aug-18

- Process is repeated for Mid Year Update but has a condensed timeline
 - Budget requests will be made in early January 2018
 - Mid-year Budget update is presented at the February 2018 BOD meeting

General Policies

- **Items need to be in your budget to purchase them** – if items are not in your budget and you feel your Study Group or Committee would benefit from having them, your Study Group or Committee can amend the budget and submit to the Board of Directors (BOD) for approval. Please contact Prashant or Alberto, to expedite the process.
- Reimbursement cannot be granted prior to an event unless payment is made directly to the vendor
- Proof of payment must be included in order to receive reimbursement
- It is the responsibility of the Study Group/Committee to provide all mailing information into LiveLink
- SPEI is a tax exempt organization – there should be no tax added to your expenses (contact Section Manager for tax exempt form if needed)
- Communication between Treasurer and Section Manager is encouraged. Particularly in the event of large reimbursement or for urgent requests