How much money does our SIGMAA have to spend this year?

While the financial reports keep track of income and expenditures in the current year, SIGMAAs are asked to budget based on the amount received the previous year. For example, if your SIGMAA receives $3000 in 2014, you can plan on spending up to $3000 in 2015. The reports indicate how much money has been spent in the current year, so subtracting that from your previous year’s total will let you know where you are.

For 2014, this is slightly complicated by the rollover funds. The amount you have to spend in 2014 is the sum of the rollover funds and your total income for 2013. Both of these figures are available on 2013 end of year financial report (this will be sent mid-February). Since you won’t have access to end of year-reports before JMM, plan JMM events based on the previous year’s budget.

We are planning a project or event. What do we need to do?

Logistics: The SIGMAA is responsible for planning the project or event. If it is at JMM or MathFest, you should work with the meetings staff on the logistics of your event (getting the room booked, food ordered, etc.). If you’re not sure who this is or don’t think you’ve gotten any information about it, email programs@maa.org and we’ll point you in the right direction.

Budget: You do not need to submit a Project and Event Proposal form for routine events (if you do it every year, we don’t need to know ahead of time). If it is a large or non-routine event, submit a Project and Event Proposal Form. We’ll work with you to get it approved quickly.

What if we have an idea for a project that goes over our budget?

If you have a great idea that goes over budget, submit a Project and Event Proposal Form and note on the form that the project will put your SIGMAA over budget. If the project is approved, we will add it to your budget and the MAA will absorb the difference.

What’s going on with the rollover funds?

Any rollover funds not spent by December 31, 2014 will be lost. If you are planning an event or project to spend the funds, please complete the Project and Event Proposal Form.

Do we need to submit an annual budget to the MAA?

No. SIGMAAs are no longer required to submit a budget to the MAA.

We’ve completed an event or project. How do we access our money?

If payment is going to a person, please fill out the MAA Reimbursement Form. Note that we need the person’s SSN if there is an honorarium or stipend (we do not need SSNs for reimbursements). If you are requesting a check for another purpose, please fill out the MAA Check Request Form. If you aren’t sure what a line means, just leave it blank and we’ll fill in the request. All requests must be approved by the SIGMAA Chair or the SIGMAA Treasurer before we can process them. We accept this approval as either a signature on the form an email to us indicating. The forms can be scanned and emailed to programs@maa.org or sent to: MAA SIGMAAs, Attn: Annie Baer, 1529 18th Street NW, Washington, DC 20036.

When should we get financial reports?

Every quarter. The quarters close March 31, June 30, September 30, and December 31. You can expect the financial report to be sent to the Chair and Treasurer 4-6 weeks after that. These should come from programs@maa.org. Didn’t get one? Shoot us an email.