JSA Economic Guidelines

Managing Budgets, Sponsorships, Sales & Purchases

By: Prabal Mittal, Treasurer, JSA Board 2025

Introduction

JSA = Non-profit, student-run association at JIBS

Guidelines apply to all committees, projects, and events

Purpose: Ensure transparency, accountability, and smooth financial operations

Budgets – Responsibilities

Board Approval Required

Every project/committee needs a **board-approved budget** before spending

Project Manager Duties

Project Managers must ensure the budget is followed

Budgeted VS Actuals Column - Required

Unauthorized Costs

Unauthorized costs = not reimbursed

Decision Authority

Economic decisions made by JSA Board/Presidium

Budgets – Timeline & Changes

Submit budget:

At least **3 weeks before event (**less than 30k**)**

- 30k–80k SEK → 2 months before
- 80k+ SEK → 3 months before

Budget changes:

PMs can move up to **2000 SEK** between posts

- Larger changes require board approval

Budgets – Other Rules

Hiring

Hiring artists/speakers → only via registered companies

Profile Clothes

Profile clothes → shared, not personalized (exceptions need approval)

Team Activities

Kick-off/Teambuilding → max 250 SEK per person / 4500 SEK per project (no alcohol/narcotics or anything illegal)

Sponsorships

Guidelines

Only accept sponsorships that **bring value**

- Prohibited: alcohol, tobacco, drugs, gambling, politics, religion
- Contracts required for monetary sponsorships

Must be signed by **2 Presidium members** (President, VP, Treasurer)

Sales

What's Included

Applies to tickets, patches, merchandise

Requires an **approved budget** first

Payment Methods

- Swish & Card (preferred)
- For sponsorships - invoices

Reporting

Treasurer handles company invoices

Vice Treasurer handles the budget follow ups

Purchases

1

Compare Suppliers

Compare multiple suppliers (price & quality)

2

Budget Approval

Only with approved budget

3

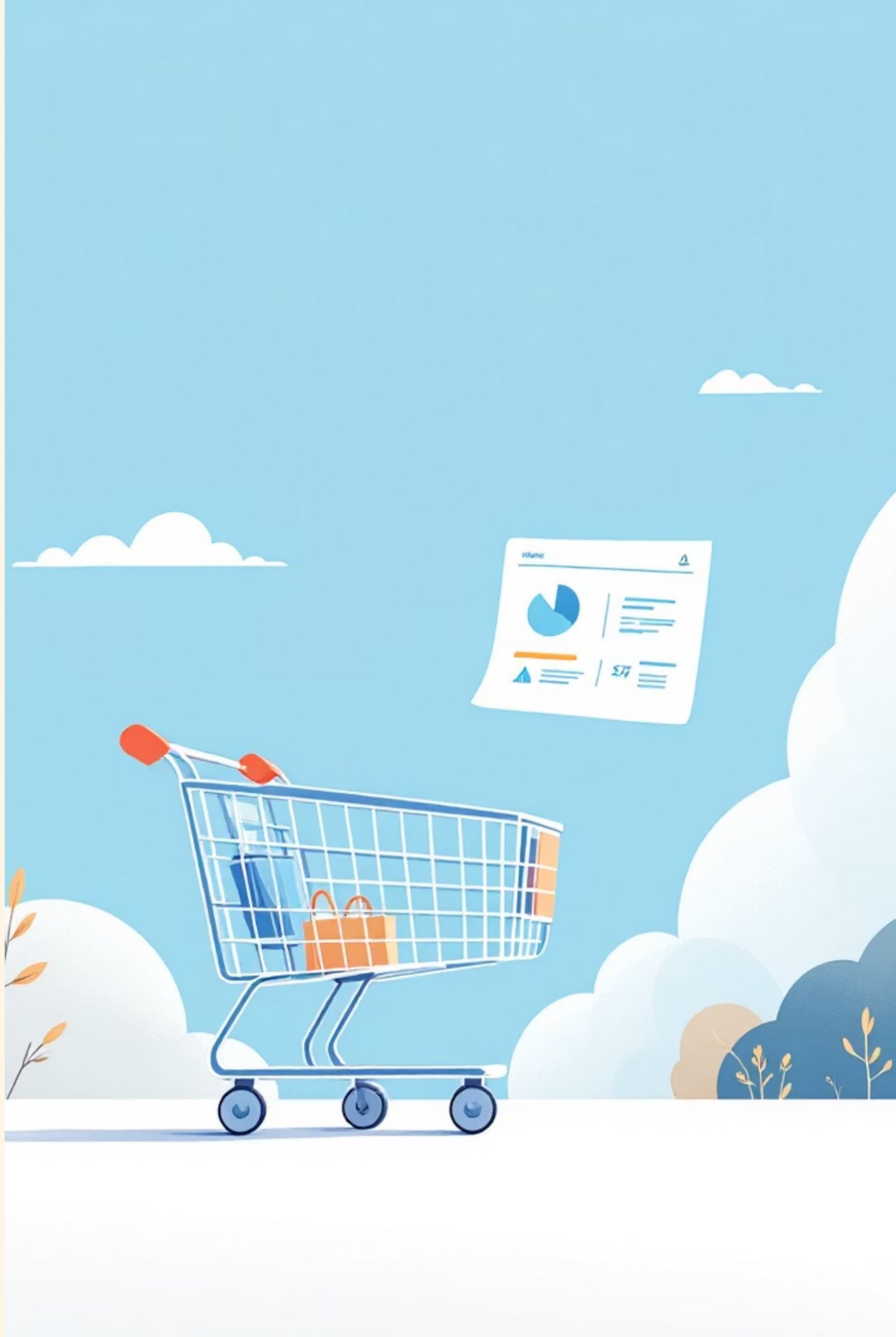
Delegation

PMs may delegate purchases (preferably in writing)

4

Unauthorized Expenses

Unauthorized expenses must be covered personally



Payments

Preferred

Request bill directly to JSA

Reimbursement

If <2000 SEK + receipt + reimbursement form (within 2 weeks)

Debit Card

If >2000 SEK and bill not possible (needs Treasurer/President approval)

Needs to be booked through Outlook Invitation - 3 days prior

Budget Follow-Up

Requirements

- Continuous monitoring required
- One project member responsible for follow-up

After Event/Year

- Budgeted vs actual outcome
- Reasons for major deviations
- Suggestions for improvement

Submit to Vice Treasurer & Board within 4 weeks