Three different factors that we've already discussed are contributing to a significant change in the procedures and policies related to the administrative aspects of all of the SMA units. Those factors are:

- Campus-wide implementation of the Berkeley Financial System for all checks written by the University.
- Long list of areas where we are currently in violation of campus policies uncovered by the recent internal audit by the University.
- Administrative reorganization with new centralized and specialized roles for administrative staff.

Over the next several months we will be looking at a very long list of areas where we are required to document what the policies and procedures are for Student Musical Activities, ensure that they are in harmony with all applicable campus policies and procedures, and then implement and enforce the new departmental policies and procedures. This means that things will get a lot more formal. By the start of school there should be a first draft of a handbook that we will give to all student officers listing information about how to do all kinds of things and what sorts of things are forbidden by or made difficult by various policies. Since we have not been in compliance with many campus policies and we've gotten caught a lot of things will change significantly from what you are used to.

PLEASE ask the Director of Administration if you have any concerns or questions about something that you are planning to do. The University's rules are voluminous and complex, and no one can be expected to know about them all or understand them all without years of experience and constant training and refreshers. That's why we want to provide you with expert help that you can turn to.

Although we're just at the first stages of this process of formulating the documentation of new policies and procedures I do have a few handouts for today regarding purchasing or spending money. Look forward to many more sets of documentation throughout the summer and a first version of a handbook for student officers at the beginning of the fall.