What’s New?

• Student Financial Services (SFIN)
  • SSC 230
• Student Clubs & Organizations Financial Coordinator: TBA
• Open M-F 8am-5pm
• NO service fee
The Basics

- Club Treasurer Responsibilities?
  - Handle club finances - Budget, planning, deposits, expenses, cash handling

- Management of cash and cash equivalents
  - Depositing to Authorized Accounts
  - Authorized Cash Handlers
  - Verifying Deposits
  - Securing Cash
  - Receipts

- All Forms on Wildcat Sync
The Agreement

To open or reactivate your financial account you need to complete a “Student Clubs and Organizations Agreement”.

1) Authorized student club members should be listed and sign the form
2) The Advisor should complete and sign the form
3) Student Life and Leadership representatives will review and sign
4) Final stop – SSC 230 to turn in.

Now you can spend your funds!
DEPOSIT PROCEDURES

Any authorized cash handler may make a deposit for the club. The following steps are steps for deposits:

1) Complete a “Student Clubs and Organizations Deposit Slip”.
2) Count the cash, coin and checks and enclose cash and cash equivalents in a tamper proof bag (available in SSC 230).
3) Turn in the completed slip plus all cash and checks to the cashier in SSC 230. The cashier will give you a receipt for your records.
1) Complete a “Student Clubs and Organizations Transaction Request” and obtain signatures.

2) Bring the form to SSC 230. The Student Org Financial Coordinator will assist you.

3) Reimbursement? Original itemized receipts must be attached and should be submitted within thirty (30) days.

No alcohol may be purchased with club funds.
Reimbursement, advances & purchases

1) Advance? Withdraw up to $250 in cash from an active club account.

2) Within three (3) days after your event or purchases are complete, return to SSC 230 receipts and any unused cash Advance. No alcohol may be purchased with club funds.

3) If $25 over the advance amount is incurred, a “Student Clubs and Organizations Transaction Request” will be needed to reimburse you for the difference.
Reimbursement, advances & purchases

1) Purchase over $500, or any services (DJ, T-shirts, juggling act)? Go to SSC 230 to be helped with a purchase order to pay provider. DO NOT pay out of pocket.

2) University Credit Card? Student Financial Services Staff can help you purchase or pay for items with a credit card.

3) On-Campus Services? Print shop, copy center, FMS services can be paid through an internal process directly from your account.
**Food/Hospitality**

Original itemized receipts are always required. For on campus events, no driving is allowed on campus. Catering businesses will require a county health certificate, waiver of liability (insurance) form and PO.

**Gift Cards**

Under special circumstances, gift cards may be purchased and reimbursed. Gift cards cannot be purchased from a business/store where alcohol can also be purchased. The Student Org Financial Coordinator will assist you with this request as gift cards must be pre-approved.

**Sales Tax**

Clubs are responsible for collecting sales tax any time they conduct sales on behalf of the club. The local sales tax is 7.5% on item sales, and will be recorded on applicable deposits made into club accounts.
Best Practices

• Be transparent
• Always have a witness for withdrawals and deposits
• KEEP RECEIPTS
Donations are considered to be the complete, voluntary and unconditional transfer of money or other assets.

Your club may ask for donations from a variety of sources including club members, parents, local and national retailers, as well as alumni and friends of the university.

Clubs who receive cash/check donations, submit it to SSC 230 who will coordinate with University Advancement (UA) Gift Processing to deposit and record the donation. UA charges a 5% administrative fee for the processing of gifts, and clubs will receive the remaining net balance in their campus accounts.

Non-cash gifts (in-kind donation) that result in the individual or business requesting a tax receipt requires the completion of a Student Club/Organization In-Kind Gift Acceptance Form.
A **raffle** is a form of lottery in which persons “buy” one or more chances at a set price to win a prize. Raffles are not legal by state law.

A **Drawing** is where tickets are not sold; they are often given for free when attending an event or given when a “donation” is made to an organization. Remember that a donation is “voluntarily given”. Only approved campus organizations can solicit it for drawings and alcohol may not be offered as a prize.
Fundraisers typically include a transfer of money in exchange for a service or product, such as a car wash, bake sale or spaghetti dinner. Fundraising events may be subject to facilities use fees and may be regulated by certain campus policies.

Fund-raising deposits use the same “Student Clubs and Organizations Deposit Slip”.

Ideas for fundraising?
Questions?

Thank you!

Contact information:
Student Life and Leadership:
(530)898-5396, BMU 220
Student Financial Services:
Anna Magaña
(530)898-5936, SSC 230