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## HOURS OF OPERATION

During the academic year, Student Financial Services window hours are 8am-5pm, Monday through Friday. During summer, window hours are 7am-5:30pm, Monday through Thursday.

## DEFINITION OF TERMS

**Cash:** Currency, coins.

**Cash Equivalent:** Checks, traveler's checks, cashier's checks, money orders.

**Club & Organization Advisor:** (Referred to as "Club Advisor" in this handbook) A campus state employee (no auxiliary employees allowed) who agrees to serve as the advisor for the club or organization for the year. This employee must confirm agreement to serve, approve all club spending/transactions, and must also agree to follow all CSU and campus policies and procedures.

**Club & Organization Treasurer:** (Referred to as "Club Treasurer" in this handbook) The chief financial officer for all student organization business. Always a signor on all club accounts as well as the public face of club finances. Has responsibility for making sure the student organization follows all CSU system and campus policies and procedures for club finances.

**Disband:** Club is no longer recognized by the University, and has not been financially active within the last three academic years.

**Donation:** Voluntary gift *with no expectation of return*

**Goods:** A good is an object of value (ex. presentation supplies)

**Service:** The transfer of intangible skill or personalized from seller to buyer (ex. Speaker, performer)

**Sponsor:** A person or organization that provides funds in return for acknowledgement and/or promotion.

**Student Clubs & Organizations:** (Referred to as "Clubs" in this handbook) Any student club or organization that has completed the formal university recognition process

**Student Organization Financial Coordinator:** (Referred to as "Student Org Financial Coordinator" in this handbook) University staff member responsible for the coordination of all aspects of student club financials

**Student Financial Services (SFIN):** Located on the second floor of the Student Services Center (SSC) in room 230, this is the on-campus location for student club and organization financials including deposits, petty cash, reimbursement, PO's, other disbursements and club reports. The Student Org Financial Coordinator's office is located in SFIN as well as the cashiering window.

**Student Life & Leadership Office (SLL):** SLL supports student programming which promotes learning, personal growth, self-governance, social responsibility, and understanding. SLL is located in BMU 220 and provides oversight of all Student Clubs and Organizations.

## ROLE OF THE CLUB TREASURER

### Who Can Be A Club Treasurer?

- Must be an elected position as described in the club constitution or bylaws
- Must have completed fewer than 150 undergraduate or 50 graduate units
- Must be enrolled in at least six units in the current semester
- Must have at least a 2.0 cumulative GPA

### What Are the Club Treasurer Responsibilities?

- Lead budget plan development for the club
- Track budget deposits and expenditures and know current budget totals
- Sign and track all cash withdrawal and disbursement of funds
- Designate any authorized cash handlers for the club and ensure that cash handling policies and procedures are followed

## **ROLE OF THE CLUB ADVISOR**

The club advisor must be a University employee of the State of California. Off-campus or auxiliary employees (Associated Students, Foundation) are not allowed to be club advisors for recognized student clubs and organizations.

The club advisor must be willing to follow CSU and campus policies regarding student club activities, including financial activities. Most readily, this means that the club advisor must be knowledgeable of and support use of authorized club accounts, and be willing to sign for authorization of any transaction from those accounts.

## **ALLOWABLE ACCOUNTS**

**Campus Accounts:** All clubs are approved to create and maintain an account with Student Financial Services in SSC 230. These accounts are simple deposit and withdrawal accounts.

**Defunct Accounts:** Club accounts that have been financially inactive for the previous 24 months (2 years) will be closed. Funds will be dispersed as per the last known constitution filed by the club. Any remaining balance will be transferred to a central SLL account.

**Off-campus Accounts:** Specific student clubs have affiliations with national organizations or are recognized with 501(c)3 non-profit status. These clubs must apply for permission to maintain an off-campus banking, savings or investment account. This authorization must be renewed annually through Student Life and Leadership (SLL). Many of the basic rules of oversight and management of accounts that apply to on-campus accounts should be applied to off-campus accounts as well. Service charges will vary depending on the type of account and which financial institution is used. Use of the CSU Chico or Chico State and/or Chico State's tax identification number to open an off-campus bank account is prohibited. CSU Chico or Chico State should not be used as the designated "Doing Business as (DBA)", in the account name. It is recommended that "Chico Chapter" or just "Chico" be in the account name if necessary.

Student club funds cannot be used to hold funds on behalf of other student clubs. Funds may be held on behalf of an external organization only on a temporary basis in conjunction with a fundraising event where a check for the proceeds will be issued to the outside organization. (For example, hosting an event to raise money for the Red Cross).

The use of electronic payment systems such as but not limited to Venmo, PayPal, or Square are prohibited. It conflicts with student club financial practices regarding transparency and the use of un-authorized off-campus accounts. The University can provide an electronic card reader via reservation through SSC230.

## **MANAGEMENT OF CASH AND CASH EQUIVALENCIES**

**Depositing to Authorized Accounts:** The club treasurer will ensure that funds are only deposited into the account approved for the individual club. This can be either at Student Financial Services in SSC 230, or for those clubs approved for off-campus accounts, with the appropriate account intended for club use.

**Adequate Funds:** All withdrawal requests from club accounts, whether on- or off-campus, must have adequate funds to accommodate the expenditure. Clubs that overdraw funds may lose recognition if the account is not immediately rectified.

**Authorized Cash Handlers:** The treasurer will authorize any other club member engaged to assist in the receipt of cash or cash equivalents and is responsible for ensuring the club does not hold cash or cash equivalents for longer than is necessary, generally one business day.

**Deposits:** Deposits to any club account should be verified by someone other than the depositor. If the depositor is the club treasurer, it is encouraged to have a secondary signature on every deposit to verify the action and amount. Deposits should also be made within twenty-four hours, or the next available business

day. SFIN can provide tamper proof bags for cash deposits.

**Securing Cash:** When handling cash or cash equivalencies related to sales, collection of dues, or donations, clubs should employ the use of a locking cash box to keep cash secure. Holding cash for any extended period of time is in violation of student organization guidelines.

**Receipts:** Club treasurers are encouraged to create a receipt system for receipt of cash or cash equivalencies. This can be as simple as receipt book, purchasable at any office supply store, all the way to recording intake into an electronic database for the club. Either way, providing the customer, member, or donor with a copy of the receipt is preferable to maintain accurate records.

## **USING CAMPUS ACCOUNTS**

### **New Account Setup, Management, and Renewal:**

1. Attend club recognition meeting with Student Life and Leadership (SLL) staff and confirm eligibility of club, treasurer and advisor.
2. Attend treasurer training on best account management practices.
3. Submit a completed "Student Clubs and Organizations Agreement" to Student Financial Services (SFIN) in SSC 230. SFIN will approve and create your club account. These funds are only valid for the current semester and must be renewed at the beginning of each new semester.
4. To renew the account, submit a new "Student Clubs and Organizations Agreement" to Student Life and Leadership (SLL).

**Oversight:** All withdrawals and transaction requests must be reviewed for approval by the club treasurer/officer and the club advisor. Club financial records must be retained for a period of 2 years and are subject to audit at any time. The club treasurer is responsible for record retention and may be asked to provide financial records.

It is the responsibility of the treasurer and officers at the end of each semester to reconcile your club account to ensure that based on your records the balance is accurate. If no errors are presented the account will be considered balanced and no longer disputable.

**E-Market Payments:** Club members are encouraged to pay all club dues, memberships, large event payments, etc. via the club e-market site. These payments are made online with a credit card and eliminate the collecting and storing of large amounts of cash. The Student Org Financial Coordinator will assist in establishing this service.

**Deposit Procedures:** Any authorized cash handler may make a deposit for the club. The following steps must be followed to make deposits:

1. Complete a "Student Clubs and Organizations Deposit Slip" (available in SSC 230 or online at <http://www.csuchico.edu/sfin/student-clubs-fin.shtml>).
2. Count the cash, coin and checks. Good practice would be to enclose cash and cash equivalents in a tamper proof bag (available in SSC 230).
3. All checks should be made payable to "CSU, Chico" with the student club name written on the memo line of the check. (Checks made payable to "California State University, Chico" or "Chico State" will also be accepted.)
4. Turn in the completed slip plus all cash and checks to the cashier in SSC 230.
5. Turn in all receipts to the club treasurer. Deposits may take 2 business days to post.
6. All true donations will be processed through University Foundation. A 5% admin fee will be subtracted from donation amount. Donations may take up to a month to be available in your club account.

### **Cash Advance/Change Funds (petty cash):**

Designated club members may withdrawal up to \$250 in cash (per day) for a change box for an event/activity or club related purchases. Please request 3 business days in advance. The following steps must be followed to request "Cash Funds":

1. Complete a "Student Clubs and Organizations Transaction Request" and obtain the required signatures.
2. Bring the form to SSC 230 and the Student Org Financial Coordinator and will assist you with obtaining the cash advance/change fund.
3. Upon request the Student Org Financial Coordinator will provide you with an "Itemized Expense

- Envelope” to track your purchases and/or a lockbox for safe keeping of the change fund during the event.
4. Within three (3) business days after your event or purchases are complete, return to Cashiering with complete “Itemized Expense Envelope,” receipts and any unused cash and/or the full cash fund amount. Receipts are not required if purchase total is less than \$25. No alcohol/tobacco products/drugs may be purchased with club funds.
  5. A receipt copy will be given to the club officer for your records upon the return of appropriate receipts or full cash fund.
  6. If \$25 over the cash advance amount is incurred, a “Student Clubs and Organizations Transaction Request” will need to be completed to reimburse you for the difference.

### **Cash Reimbursement:**

1. Complete a “Student Clubs and Organizations Transaction Request” and obtain required signatures
2. Bring the form to SSC 230. The Student Org Financial Coordinator will assist you with obtaining cash reimbursement up to \$500 cash.
3. Original itemized receipts must be attached and should be submitted within thirty (30) days of purchase. Receipts are not required if purchase total is less than \$25. No alcohol/tobacco products/drugs of any kind may be purchased with club funds.
4. For reimbursements over \$500 a check request is required. This process can take up to two weeks for reimbursement to be received.
5. All services must be paid directly and cannot be reimbursed. Please contact the Student Org. Financial Coordinator for assistance with payment.

### **OTHER PURCHASING METHODS/TRANSACTIONS**

Please consult the Student Org Financial Coordinator to complete any of the financial transactions listed below:

#### **Purchase Order/ University Procurement Card**

The Student Org Financial Coordinator will assist you with purchases under \$500 that can be paid with a campus credit card. These purchases may include registration fees, membership dues, t-shirts or supplies. A Purchase Order (PO) is required for purchases over \$500 when a procurement card cannot be used, or for any services. PO’s are frequently used to pay for AS Catering services, or multiple items associated with large off-campus events.

#### **Contracts/Agreements**

Any contract or agreement must be reviewed, approved and signed by the campus Procurement and Contract Services Office. Club advisors and officers are not allowed to sign contracts on behalf of the University. Contract language is reviewed to ensure that the University and club are not held to unacceptable terms. Example: Venue/Room reservations for events off-campus.

#### **Travel**

Please consult with Student Org Financial Coordinator three (3) weeks prior minimum to making any reservations or payments to ensure that campus travel policies and procedures are being followed. They will assist with travel reservations and required travel forms. Student organizations must adhere to campus travel policies. A “Travel Expense Claim” will need to be completed and signed after travel occurs. If a club advisor is traveling as well they must fill out a travel request form through their department.

Campus Travel Policy: <http://www.csuchico.edu/fin/documents/ap-campus-travel-procedures-2018-enabled.pdf>

#### **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**

The Student Org Financial Coordinator must always pre-approve gift card purchases. Under special circumstances, gift cards may be purchased and reimbursed. They must not exceed a \$50 limit per card. Gift cards cannot be purchased from a primary alcohol/tobacco retailer. They cannot be given to staff, faculty, or

as payment to speakers or for a service.

### **Sales/Use Tax**

Clubs are responsible for collecting sales tax on applicable items when 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. Applicable sales include but are not limited to: T-shirts, Hot meals

Use Tax is applied when purchasing items from out of state retailers who do not include California regulated state sales tax.

## **DONATIONS/FUNDRAISING**

### **Definition of Donations and Fundraisers**

Generally, donations are considered to be the complete, voluntary and unconditional transfer of money or other assets. 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. All funds raised on campus must be deposited into the campus club account. Please contact the Student Life and Leadership Office for guidelines with fundraising.

### **Donations**

Your club may ask/receive 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 or non-cash gifts (in-kind donation) will need to fill out a Deposit slip and submit it to Cashiering (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 all gifts, and clubs will receive the remaining net balance in their campus accounts. This process can take up to a month for the donation to be processed and reflect in the club account. In-Kind gifts that result in the individual or business requesting a tax receipt requires the completion of a Student Club/Organization In-Kind Gift Acceptance Form.

### **Fundraisers**

There are a variety of fundraising activities clubs may sponsor. A few suggestions are: food sales, bake sales, car washes, drawings, dances, walk-a-thon, etc. Different fundraising activities may be regulated by certain campus policies. Income generated through fundraising should be deposited within 24 hours or the next available business day with a Student Club/Organization Fund Deposit Slip. Contact SLL for further clarification of policies or additional fundraising ideas.

### **Drawings vs. Raffles**

Raffles are not legal by California state law. A raffle is a form of lottery in which persons “buy” one or more chances at a set price to win a prize.

A Drawing is different than a raffle. When conducting a drawing, 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” as described above. Only approved campus organizations can solicit for drawings and alcohol may not be offered as a prize.

### **Solicitation**

Outside entities are NOT allowed to solicit on campus, with few exceptions. However, clubs may sometimes partner with outside entities, as long as the club is the primary participant in shared activities and/or reaps the benefit of any solicitation that used the club’s name or collaboration on any event. Any solicitation must adhere to the University’s policy regarding the dissemination of information and/or products. Any action that would disrupt the University’s educational mission will not be permitted. Large gifts from major donors should be discussed with a representative from University Advancement.

