Student Club
Treasurer Training

FALL 2018
Student Financial Services (SFIN)
Student Services Center 230
Open Mon-Fri 8am-5pm
No Service Fee

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Student Clubs & Orgs Financial Coordinator
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OVERVIEW

• Best Practices
• Transaction Forms
• Know the process
• Utilizing Resources
ACCESS YOUR FUNDS

Activate Your Financial Account

✓ Required to spend your funds
✓ Authorizes club members with account access
✓ Turn in to SSC 230
KNOW BEST PRACTICES

✓ Be transparent
✓ Keep receipts
✓ Have a witness for withdrawals
✓ Keep an up-to-date ledger
✓ Deposit any funds received ASAP
Where can I find them?

Deposit and Transaction Request (Request to Spend Club Funds) form can be found on the Student Financial Services webpage under Student Clubs & Organizations.

http://www.csuchico.edu/sfin/student-clubs-fin.shtml

Here you can also find a link to our Handbook and Campus Policy.
KNOW YOUR FORMS

What Do I Need?

RECEIVED A DONATION?

COLLECTING DUES?
☑ Does not require advisor's signature

**Donation FYI's**

- All donations processed through University Foundation
- A 5% admin fee will be applied
- Tax valid receipts available for donors
- Can take up to a month for funds to be available
KNOW YOUR FORMS

What Do I Need?

Buying supplies, food, t-shirts?
Change for a fundraiser?
Register for a conference?
Travel Expenses?
Reimbursement?
Withdrawal $250 per transaction

- Full Cash Amount OR Itemized Receipts returned within 3 business days of your event/meeting.
- Locked Cash Box available upon request.
**Transaction Request Form**

**REIMBURSEMENT**

**Up to $500 cash in hand at time of transaction request:**

- MUST include itemized receipts for purchases of $25+ / proof of payment

**Missing Receipt?**

1. Request new receipt from vendor
2. Request Lost Receipt Notification Form from coordinator (if vendor cannot provide replacement receipt.)
**TRAVEL**: Going to any location for any part of a day/multiple days outside of Chico city limits

- Student Club travel must follow campus travel reimbursement policy and IRS rules
- Expenses are expected to be in support of club’s purpose or mission
- All travel reimbursements will be provided via check (NO cash)
- Paperwork must be submitted to SSC230 no later than 60 days post trip
What does your club spend your money on?

The process of payment differs based on the purchase.
No

- Alcohol
- Tobacco products
- Drugs of any kind

may be purchased/reimbursed with club funds.
Transaction Request Form

PURCHASES

T-SHIRTS require **IMAGE APPROVAL**

The use of the athletic cat logo is **restricted**.
FUNDRAISING

Need ideas? We can help!

**EXAMPLES**

Car wash

Bake sale

Spaghetti dinner

Golf tournament

Raffle’s are NOT permitted as California views it as a form of lottery and illegal by state law.

Fundraising events may be subject to facility use fees and are regulated by certain campus policies.
FUNDRAISING RESOURCES

- Credit Card reader available to reserve for events
  - Easy to use
  - Deposits directly into club acct.
  - Must be scheduled in advance
  - Sales: State tax (7.5%) must be applied

- NO Square card readers
- NO Venmo/$ Sharing Apps
GOOD TO KNOW

Thank You Gifts
Cannot be of monetary value

Gift Cards
• Must always be pre-approved before being purchased
• Cannot exceed $50 per card per person
• Cannot be purchased from primary alcohol/tobacco retailer
• Cannot be given to Staff or Faculty

Sales Tax
Clubs are responsible for taking into account (CA state sales tax is 7.5%) on item sales

Revenue Sharing
• Still housed in AS
• Accessing & using these funds follow different procedures

Contact: Sarah Stewart smstewart@cscuchico.edu (530) 898 - 3393
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<thead>
<tr>
<th>Organization</th>
<th>Chapter/Group</th>
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<tbody>
<tr>
<td>Nutrition and Food Science Association</td>
<td>Phi Chi Theta - Delta Chi Chapter</td>
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<tr>
<td>Alpha Omicron Pi</td>
<td>Phil Eta Sigma National Honor Society</td>
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<tr>
<td>Alpha Phi Omega</td>
<td>Pi Sigma Alpha, Upsilon Delta Chapter</td>
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<tr>
<td>Student Affiliate American Chemical Society (SAACS)</td>
<td>Pi Sigma Epsilon - Eta Theta Chapter</td>
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<tr>
<td>Beta Alpha Psi</td>
<td>Psi Chi International Honors Society in Psychology</td>
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<td>Delta Sigma Pi</td>
<td>Chico Rotaract</td>
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<td>Chico Hillel/Jewish Student Union</td>
<td>Sigma Alpha Sorority - Alpha Iota Chapter</td>
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<td>Eta Kappa Nu</td>
<td>Chico State Baja</td>
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<td>Lambda Sigma Gamma</td>
<td>Society of Women Engineers</td>
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<td>Lambda Theta Phi</td>
<td>The National Society of Leadership &amp; Success (NSLS)</td>
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<td>Nu Alpha Kappa</td>
<td>Upsilon Pi Epsilon</td>
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<td>Nu Alpha Kappa</td>
<td>Young Life College Chico</td>
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QUESTIONS?