Student Club
Treasurer Training
FALL 2019
Student Financial Services (SFIN)
Student Services Center 230
Open Mon-Fri 8am-5pm

MaryLisa Wood
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
## GENERAL LEDGER

**ACCOUNT NAME:** Cash

**ACCOUNT NUMBER:** 001

<table>
<thead>
<tr>
<th>DATE</th>
<th>DESCRIPTION</th>
<th>JOURNAL</th>
<th>DEBIT</th>
<th>CREDIT</th>
<th>BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/20/2015</td>
<td>Check from friend</td>
<td>J1</td>
<td>$500.00</td>
<td></td>
<td>$500.00</td>
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<tr>
<td>4/21/2015</td>
<td>Paying a friend</td>
<td>J1</td>
<td></td>
<td>$200.00</td>
<td>$300.00</td>
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</tbody>
</table>
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.

https://www.csuchico.edu/sfin/organizations.shtml

Here you can also find a link to our Handbook and Campus Policy.
✓ Does not require advisor's signature
✓ Be clear – Is it a donation-fundraising-dues

Donation FYI's

• Must be 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 – plan accordingly
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 – no charge
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)
TRANSACTION REQUEST FORM
REIMBURSEMENT - TRAVEL

**TRAVEL**: Going to any location for any part of a day/multiple days outside of Chico city limits

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**Timing – Communication - Clarify**

- Student Club travel must follow campus travel reimbursement policy and IRS rules
- Expenses are expected & evaluated 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
Transaction Request Form

PURCHASES

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.
T-shirts require **IMAGE APPROVAL** prior to payment.

The use of the athletic cat logo is **restricted**.
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
  - Must be reserved in advance
  - Easy to use
  - Deposits directly into club acct.
  - Sales: Tax (7.5%) must be applied

- NO Square card readers
- NO Venmo or $$ Sharing Apps
  - Use of these is in direct violation of our off campus banking regulations
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 fundraising item sales

Revenue Sharing
- Separate from Student Club account
- Reimbursement Only
- Funds expire

Contact: Sarah Fenton  sfenton@cscuchico.edu  (530) 898 - 3393
<table>
<thead>
<tr>
<th>Organization</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alpha Delta Pi</td>
<td>IEEE-ETA Kappa Nu</td>
</tr>
<tr>
<td>Alpha Phi International</td>
<td>Lambda Sigma Gamma</td>
</tr>
<tr>
<td>Alpha Sigma Phi</td>
<td>Lambda Theta Phi</td>
</tr>
<tr>
<td>Student Affiliate American Chemical Society (SAACS)</td>
<td>National Band Association</td>
</tr>
<tr>
<td>American Society of Civil Engineers</td>
<td>National Society of Black Engineers</td>
</tr>
<tr>
<td>College Republican National Committee</td>
<td>Phi Chi Theta Delta Chi</td>
</tr>
<tr>
<td>CRU</td>
<td>Phi Delta Theta</td>
</tr>
<tr>
<td>Delta Sigma Pi</td>
<td>Phi Kappa Tau</td>
</tr>
<tr>
<td>Delta Xi Phi</td>
<td>Phi Sigma Alpha</td>
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<tr>
<td>Gamma Phi Beta</td>
<td>Pi Sigma Alpha</td>
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<tr>
<td>Golden Key International Honor Society</td>
<td>Pi Sigma Epsilon</td>
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<td>Hillel International</td>
<td>Young Life College Chico</td>
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<tr>
<td>Psi Chi</td>
<td>Sigma Alpha</td>
</tr>
<tr>
<td>Sigma Kappa</td>
<td>Soc. Of Automotive Engineers International</td>
</tr>
<tr>
<td>Society of Women Engineers</td>
<td>Student Veterans of America</td>
</tr>
</tbody>
</table>
QUESTIONS?