Student Organization Treasurer Training

Spring 2020
Student Financial Services (SFIN)
Student Services Center 230
Open Mon-Fri 8am-5pm

MaryLisa Wood
Student Clubs & Orgs Financial Coordinator
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WHAT WILL WE COVER?

• 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
BEST PRACTICES

- Be transparent
- Keep receipts
- Have a witness for withdrawals
- Keep an up-to-date ledger
- Don’t hold cash
<table>
<thead>
<tr>
<th>DATE</th>
<th>DETAILS</th>
<th>DEBIT</th>
<th>CREDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/21/2020</td>
<td>Spring 2020 beginning balance</td>
<td>$45.00</td>
<td>$37.50</td>
</tr>
<tr>
<td>1/23/2020</td>
<td>Dues Deposit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/24/2020</td>
<td>Meeting Pizza - reimbursement</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TERM**

**SPRING 2020**

<table>
<thead>
<tr>
<th>DATE</th>
<th>DETAILS</th>
<th>DEBIT</th>
<th>CREDIT</th>
<th>INITIALS</th>
<th>BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/21/2020</td>
<td></td>
<td></td>
<td></td>
<td>MLW</td>
<td>$540.23</td>
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<tr>
<td>1/23/2020</td>
<td></td>
<td></td>
<td></td>
<td>MLW</td>
<td>$585.23</td>
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<tr>
<td>1/24/2020</td>
<td></td>
<td></td>
<td></td>
<td>MLW</td>
<td>$541.23</td>
</tr>
</tbody>
</table>
NO

• Alcohol
• Tobacco products
• Drugs of any kind
• Firearms

may be purchased/reimbursed with club funds.
Where can I find them?

Student Financial Services webpage under Student Clubs & Organizations.

[csuchico.edu/sfin/organizations.shtml](csuchico.edu/sfin/organizations.shtml)

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
KNOW YOUR FORMS

Buying supplies, food, t-shirts?

Change for a fundraiser?

Register for a conference?

Travel costs coming up?

Reimbursement?
Transaction Request Form
CASH ADVANCE & CHANGE REQUEST

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
Cash up to $500 - Check for $500+

• 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

**Timing – Communication - Clarify**

- Clubs 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
What does your club spend your money on?

The process of payment differs based on the purchase.
Custom purchases – T shirt / Stickers / Banners require image approval **PRIOR** to ordering.

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

Buying Thank You gifts? Let’s Talk!

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@csuchico.edu  (530) 898 - 5701
Banking Exemption

Can my club bank off-campus?

✓ Nationally Affiliated
✓ 501(c)3 Nonprofit Organization

Spring 2020 Updates

• All clubs previously exempt are required to fill out NEW banking exemption form
• Advisors cannot be sole authorizing signature on off-campus accounts

When is a new form required?

• Annually
• Authorized Student Officers change/graduate
QUESTIONS?