Student Club Treasurer Training

SPRING 2019
Student Financial Services (SFIN)
Student Services Center 230
Open Mon-Fri 8am-5pm
No Service Fee

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
Where can I find them?

Deposit and Transaction Request form can be found on the Student Financial Services webpage under Student Clubs & Organizations AND on WildcatSync

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

• 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
What Can I Use It For?

- Buying supplies, food, t-shirts
- Change for a fundraiser
- Register for a conference
- Travel expenses/reimbursements
- General reimbursements
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.
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

- 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.
The use of the athletic cat logo is restricted.
NO

- Alcohol
- Tobacco products
- Drugs of any kind

may be purchased/reimbursed with club funds.
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@csuchico.edu (530) 898 - 3393
To Qualify You Must Be Either:

- A non-profit entity with 501(c)3 tax filing status
- Affiliated with a national organization

You MUST re-new this exemption authorization every year – Failure to do so could result in loss of University recognition

These organizations have qualified for an off-campus bank account in the past.

<table>
<thead>
<tr>
<th>Organization</th>
<th>University Affiliation</th>
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<tbody>
<tr>
<td>Nutrition and Food Science Association</td>
<td>Phil Eta Sigma National Honor Society</td>
</tr>
<tr>
<td>Alpha Omicron Pi</td>
<td>Pi Sigma Alpha, Upsilon Delta Chapter</td>
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<tr>
<td>Alpha Phi Omega</td>
<td>Pi Sigma Epsilon - Eta Theta Chapter</td>
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<tr>
<td>Nu Alpha Kappa</td>
<td>Psi Chi International Honors Society in Psychology</td>
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<tr>
<td>Beta Alpha Psi</td>
<td>Chico Rotaract</td>
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<td>Delta Sigma Pi</td>
<td>Sigma Alpha Sorority - Alpha Iota Chapter</td>
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<td>Chico Hillel/Jewish Student Union</td>
<td>Chico State Baja</td>
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<tr>
<td>Eta Kappa Nu</td>
<td>Young Life College Chico</td>
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<tr>
<td>Lambda Sigma Gamma</td>
<td>The National Society of Leadership &amp; Success (NSLS)</td>
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<td>Lambda Theta Phi</td>
<td>Upsilon Pi Epsilon</td>
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