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## HOURS OF OPERATION

During the academic year, **Student Financial Services** window hours are 8:00am-5:00pm, Monday through Friday. During summer, window hours are 7:00am-5:30pm, Monday through Thursday.

During the academic year, **Student Life and Leadership** office hours are X:00am-X:00pm, Monday through Friday. During summer, office hours are 10:00am-2:00pm.

## DEFINITION OF TERMS

**Cash:** Currency, coins.

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

**Recognized Student Organization (RSO) Advisor:** (Referred to as "RSO Advisor" in this handbook.) A campus state employee who agrees to serve as the advisor for the RSO for the year. This employee must confirm the agreement to serve, approve all organization spending/transactions, and must also agree to follow all CSU and campus policies and procedures.

**Recognized Student Organization (RSO) Treasurer:** (Referred to as "RSO Treasurer" in this handbook) The chief financial officer for all student organization business. Always a signer on all organization accounts, as well as the public face of organization finances. The RSO Treasurer has the responsibility for making sure the RSO follows all CSU system and campus policies and procedures for organization finances.

**Disband/Unrecognized:** Organization is no longer recognized by the University and has not been financially active within the last three (3) 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(s) or personalized from seller to buyer (ex: T-shirts, Speaker).

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

**Recognized Student Organizations:** (Referred to as "RSO" in this handbook) Any student 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 RSO financials.

**Student Life and 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 an oversight of all Recognized Student Organizations (RSO). The Student Org Financial Coordinator's office is also located at BMU 220.

**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 Recognized Student Organizations (RSO) financials including deposits, petty cash, reimbursement, PO's, other disbursements, and organization reports.

## ROLE OF THE RSO TREASURER

### Who Can Be A RSO Treasurer?

- Must be an elected position, as described in the RSO constitution or bylaws.
- Must have completed fewer than 150 undergraduate or 50 graduate units.
- Must be enrolled in at least six (6) units in the current semester.
- Must have at least a 2.0 cumulative GPA.

### **What Are the RSO Treasurer Responsibilities?**

- Lead budget plan development for the organization.
- 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 organization and ensure that cash handling policies and procedures are followed.

### **ROLE OF THE RSO ADVISOR**

The RSO advisor must be an employee of California State University, Chico or auxiliary.

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

### **ALLOWABLE ACCOUNTS**

**Campus Accounts:** All organizations 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:** Organization 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 organization. Any remaining balance will be transferred to a central SLL account.

**Off-campus Accounts:** Specific student organizations have affiliations with national organizations or are recognized with 501(c)3 non-profit status. These organizations must apply for permission to maintain an off-campus banking, savings, or investment account. This authorization must be renewed annually or when student officers change through submission of the Banking Exemption request form to the Student Org Financial Coordinator. 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 California State University, Chico's tax identification number to open an off-campus bank account is prohibited. California State University, Chico should not be used as the designated "Doing Business as (DBA)", in the account name. The use of a business account under an individual is also prohibited. It is recommended that "Chico Chapter" or just "Chico" be in the account name alongside the organization's formal name.

University employees cannot manage independent bank accounts. An RSO officer will be the main active manager of the off-campus bank account supported by their university staff/faculty advisor. The approved advisor will not hold signature authority on the account with the exception of student officer transition.

RSO funds cannot be used to hold funds on behalf of other student organizations. 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 RSO financial practices regarding transparency and the use of unauthorized off-campus

accounts. The University can provide an electronic card reader via reservation through SSC 230, with a minimum student organization account balance of \$800.00. A cash box is also available to be checked out from the Student Org Financial Coordinator office in BMU 220.

## MANAGEMENT OF CASH AND CASH EQUIVALENCIES

**Depositing to Authorized Accounts:** The RSO treasurer will ensure that funds are only deposited into the account approved for the individual organization. This can be either at Student Financial Services in SSC 230, with the Student Org Financial Coordinator in BMU 220, or for those organizations approved for off-campus accounts, with the appropriate account intended for organizational use.

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

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

**Deposits:** Deposits to any RSO account should be verified by someone other than the depositor. If the depositor is the RSO 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, RSO's 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:** RSO treasurers are encouraged to create a receipt system for receipt of cash or cash equivalencies. This can be as simple as a receipt book, purchasable at any office supply store, all the way to recording intake into an electronic database for the organization. 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 Set Up, Management, and Renewal:**

1. Attend organization recognition training through Student Life and Leadership (SLL) staff and confirm eligibility of organization, treasurer, and advisor.
2. Attend treasurer training on best account management practices.
3. Submit a completed "Account Activation" agreement in CatsConnect. SLL will approve and create your RSO account. This account activation is 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 "Account Activation" to the Student Org Financial Coordinator in CatsConnect each semester.

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

It is the responsibility of the RSO treasurer and officers at the end of each semester to reconcile your RSO 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:** RSO members are encouraged to pay all organization dues, memberships, large event payments, etc. via the organization 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 organization. The following steps must be followed to make deposits:

1. Complete a "Recognized Student Organizations Deposit Slip" (available in SSC 230).
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 "California State University, Chico" with the student organization name written on the memo line of the check. (Checks made payable to "Chico State" will also be accepted.)
4. Turn in the completed slip plus all cash and checks to the Student Org Financial Coordinator in BMU 220, when making a deposit for donations.
5. Turn in all receipts to the RSO treasurer. Deposits to Chico State Enterprises (CSE) may take 2 business days to post with CSE.
6. All true donations will be processed through CSE. A 5% administration fee will be subtracted from donation amount. ***Donations may take up to 2 months to be available in your organization account.***

**Cash Advance/Change Funds (petty cash):** Designated RSO members may withdraw up to \$250.00 in cash (per day) for a change box for an event/activity or organization related purchases. Please request three (3) business days in advance. The following steps must be followed to request "Cash Funds":

1. Complete a "Recognized Student Organizations Transaction Request" and obtain the required signatures.
2. Bring the form to SSC 230 and the Cashier Office and will assist you with obtaining the cash advance/change fund.
3. Upon request, the Cashier Office 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 the purchase total is less than \$25.00. No alcohol/tobacco products/drugs may be purchased with RSO funds.
5. A receipt copy will be given to the RSO officer for your records upon the return of appropriate receipts or full cash fund.
6. If \$25.00 over the cash advance amount is incurred, a "Recognized Student Organizations Transaction Request" will need to be completed to reimburse you for the difference.

**Cash Reimbursement:**

1. Complete a "Recognized Student Organizations Reimbursement Request" form in CatsConnect. Once approval signatures are obtained, you will be notified of form approval.
2. Bring the form to SSC 230. The Cashier Office will assist you with obtaining cash reimbursement up to \$499.99 cash.
3. Original itemized receipts must be attached and should be submitted within thirty (30) days of purchase. Receipts are not required if the purchase total is less than \$25.00. No alcohol/tobacco products/drugs of any kind may be purchased with RSO funds.
4. For reimbursement requests \$500.00 and over, a check request is required. This process can take up to two (2) weeks for reimbursement to be received, once the request has been approved. A Payee Data Record (PDR) will need to be on file for the person being reimbursed.
5. All services must be paid for 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 that can be paid with a campus credit card. These purchases may include registration fees, membership dues, T-shirts or supplies. Services such as, but are not limited to, T-shirts & customized banners must have their image approved by University Creative Services if there is mention or use of the University's official name or logos. They must be purchased directly from the vendor via purchase order or campus credit card.

A Purchase Order (PO) is required for purchases 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. RSO advisors and officers are not allowed to sign contracts on behalf of the University. Contract language is reviewed to ensure that the University and RSO's 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. RSO's must adhere to campus travel policies. A "Travel Expense Claim" will need to be completed and signed after travel occurs. If an RSO advisor is traveling as well, they must fill out a travel request form through their department.

Campus Travel Policy: <https://calstate.policystat.com/policy/15645082/latest/?showchanges=true>

### **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 \$50.00 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.

### **Lab Manuals**

Restriction applies to on-campus sales of course packs by student groups, who are then responsible for ensuring restrictions made in Executive Order 20-014 (EM 20-014). Course packs may contain materials only if their inclusion does not violate copyright law. RSO's are personally responsible for ensuring that copyright restrictions are followed. RSO's must get written permission from the copyright holder and must agree payment of royalties for copyright material. Course material must also be sold through the campus bookstore. Lastly, proceeds from course pack sales must be deposited in the RSO's on-campus account. RSO's with off-campus banking exemptions must open an on-campus account to transact the activities related to these sales. Funds in on-campus account to transact may be used for expenses laid out within this handbook. EM 20-014 PDF: <https://www.csuchico.edu/pres/assets/documents/accessible-signed-em-24-020-packet1.pdf>

### **Sales/Use Tax**

RSO's are responsible for collecting sales tax on applicable items when they conduct sales on behalf of the organization. The local sales tax is 9.25% on item sales and will be recorded on applicable deposits made into RSO 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 RSO account. Please contact the Student Life and Leadership Office for guidelines with fundraising. RSO's must meet with SLL prior to holding fundraisers.

### **Donations**

Your RSO may ask/receive donations from a variety of sources including organization members, parents, local and national retailers, as well as alumni and friends of the University. RSO's that receive cash/check donations or non-cash gifts (in-kind donation) will need to fill out a Deposit slip and submit it to the Student Org Financial Coordinator (BMU 220), 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 organizations will receive the remaining net balance in their campus accounts. This process can take up to two (2) months for the donation to be processed and reflected in the organization account. In-Kind gifts that result in the individual or business requesting a tax receipt require the completion of a Recognized Student Organization In-Kind Gift Acceptance Form.

### **Fundraisers**

There are a variety of fundraising activities RSO's may sponsor. A few suggestions are: food sales, bake sales, car washes, drawings, dances, walk-a-thons, etc. Different fundraising activities may be regulated by certain campus policies. Income generated through fundraising should be deposited within 24 hours, or on the next available business day, with a Recognized Student 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 drawings, and alcohol may **not** be offered as a prize.

### **Solicitation**

Outside entities are NOT allowed to solicit on campus, with few exceptions. However, RSO's may sometimes partner with outside entities, so long as the RSO is the primary participant in shared activities and/or reaps the benefit of any solicitation that used the RSO'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.