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CLUB FINANCE POLICIES & PROCEDURES INFORMATION / TRAINING SESSION 2014-2015



Office of Students and Enrollment; Student Union Government
www.brandeisweb.com

Allocations Board



- ▣ Treasurer Position: [Nicole Lenchner – nicolejl@brandeis.edu](mailto:nicolejl@brandeis.edu)
- ▣ Allocations Board Chair: [Judy Nam – jnam@brandeis.edu](mailto:jnam@brandeis.edu)
- ▣ Other Members:
 - [Alexander Mitchell – amitch@brandeis.edu](mailto:amitch@brandeis.edu)
 - [Millie Wu – mwu@brandeis.edu](mailto:mwu@brandeis.edu)
 - [Uros Randelovic – urosr@brandeis.edu](mailto:uros@brandeis.edu)
 - [Chen Ziyang – ziyangch@brandeis.edu](mailto:ziyangch@brandeis.edu)
- ▣ General Inquiries: [**clubfinance@brandeis.edu**](mailto:clubfinance@brandeis.edu)

Office of the Treasurer



▣ Treasurer:

Nicole Lenchner

Deputy Treasurer:

Adina Steinman (Deputy assistant treasurer)

Assistant Treasurers:

Danya Schlussel

David Elisha

Saige Rosenberg

Andrew Miller (Old treasurer)

Olivia Rosenberg

Noa Cardin

Katie Kest

Emily Levine

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THE DEDICATED STAFF

- Stephen Costa
 - ▣ Budget Analyst (Student Clubs)
- Autumn Sendzik
 - ▣ Conference and Events Specialist
- Robert Steinberg
 - ▣ Student Activities Specialist
- Stephen Pagios
 - ▣ Associate Director of Student Activities
- Stephanie Grimes
 - ▣ Director of Student Activities

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Clubs & Organizations



- Recognized
 - ▣ No A-Board allocations. Only Fundraising and Gift
- Chartered (250+)
 - ▣ Funding from the A-Board; shorter time frame
- Secured (8): WG, SE, WBRS, SSIS, BTV, BEMCO, ARCHON, SPORTS
 - ▣ Annual budgets; budgets determined earlier
 - ▣ Guaranteed “baseline” amount (if justified)

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How to Get Money for Your Club



□ 3 TYPES OF FUNDING

1. A-Board Allocations Fund (SAF)

- Only for chartered and secured
- Can only spend allocations for specified purpose
 - Changes must be approved by Allocations Board and Treasurer
- Unspent money reverts to the A-Board, to be reallocated
 - Late payments must be approved by Treasurer/Budget Analyst
- Some restrictions apply to what can be spent
 - A-Board scope; University policies

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How to Get Money for Your Club, Cont.

2. Club Fundraising Accounts

- Carries over from year to year
- For ALL clubs (recognized, chartered, secured)
- Must adhere to University policies, but not F-Board scope

3. Club Gift Accounts

- Tax-deductible donations to your club
- Donors may specify restrictions on spending
- **Do not Comingle Deposits!**
- More details to follow later on how to make deposits

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Allocations & Marathons



□ Regular Marathon

- ▣ Meetings with A-Board: After Rosh Hashanah; TBA
- ▣ Sign up on SUMS at <http://www.brandeisweb.com/>
 - Sign-up is by editing your “Club” record
- ▣ Make Funding Requests & Fill Out Club Forms
 - Please edit your “Club” record in SUMS as well!

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Using SUMS to request allocations

- Demonstration
- “RA Type” Categorization:
 - ▣ Event Fees: CES costs only (Custodians, Police Detail, etc.)
 - ▣ Wages/Contractor Fees: All independent contractor costs
 - ▣ Materials/Supplies: Any physical materials or equipment
 - ▣ Other: Any other costs not in one of the above three categories.
- Items in general
 - ▣ Be specific! List items individually whenever possible.
 - ▣ Use clear descriptions – unclear items will be rejected by A-Board
 - ▣ Use appropriate expense categories (SUMS will flag many mistakes)

Expense Types – Selecting a Category

- ▣ Books, CD's, DVD's – Also board games, video games, and other media
- ▣ CES – Fees for custodians, police details, noise permits, etc.
- ▣ Clothing/Uniforms – club T-shirts, sweatshirts, etc.
- ▣ Food/Drink (7306) – all event food, snacks, etc.
- ▣ Office Supplies – Pens, paper, etc.; also includes toner
- ▣ Printing and Publications – Student publications; printing posters/flyers
- ▣ Software – Software for PC, Mac, etc.
- ▣ Travel – Mileage, flights, bus and train tickets, T fare, parking, tolls, etc.
- ▣ Independent Contractor (multiple types) – Described during “Payments”
- ▣ General Grant – Any other category

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Making Fundraising Deposits



☐ Check Office Hours

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- ☐ Deposits are not available until confirmed by the Treasurer or Budget Analyst.

☐ Have your money counted and checks totaled

- ☐ Make separate deposits for (1) cash/coin and (2) checks/money orders
- ☐ Must input in SUMS before bringing to Treasury

☐ Coin limit of \$25 per deposit; Max 2 rolls

- ☐ Coins must be wrapped if \$10 Q, \$5 D, \$2 N, and 50¢ P

☐ Procedures to follow

- ☐ All checks must be payable to “Brandeis University”
- ☐ Specify club and purpose in the Memo field
- ☐ Do not delay – if checks bounce/are rejected, YOUR CLUB PAYS ALL BANK FEES!

Making Gift Deposits



☐ Do Not Bring to Student Union

- ☐ Gifts should go to Donor Relations (Epstein) or to the Budget Analyst (Gryzmish)
- ☐ Gift checks should not be mailed to student mailboxes; only to donor relations

☐ Do Not Input Gift Checks in SUMS

- ☐ Gifts are only available after they post in PeopleSoft (~8th of each month)

☐ Important Policies and Procedures

- ☐ Submit checks to Donor Relations – Check, Cash, or Credit Card (website only)
- ☐ Must be payable to “Brandeis University” & clearly labeled “Gift” or “Donation”
- ☐ Donors should specify club and “Senate Gift Fund” (especially for website!)
- ☐ Will not be accepted if > 2 months old – no exceptions – do not delay!!
- ☐ Do not comingle fundraising and gift checks.

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Brandeis Branding Policy

- “Swag” must be “Brandeis” branded!
 - ▣ Clothing must say “Brandeis,” in English, on at least one side
 - For 2-sided printing, items must say “Brandeis” on both sides
 - ▣ Pens, frisbees, etc. must say “Brandeis” on them in English
 - ▣ Preferred that you fit in “Brandeis University,” if possible
 - ▣ Please get design approval BEFORE placing your order!!
 - Get from clubfinance.edu
 - Design template required on all payment forms, in addition to regular documentation CLUBFINANCE@BRANDEIS.EDU

Event Food Policy

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- Dining Services: Sodexo is “Exclusive Dining Provider”
 - ▣ All on-campus events should use Sodexo catering/food
- Waivers may be available ONLINE in the following circumstances:
 - ▣ Any club fundraising activities (e.g., bake sales)
 - ▣ If Sodexo cost is proven to be significantly higher than another vendor
 - ▣ If Sodexo cannot provide the required services (e.g., kosher Chinese)
 - ▣ If the preparation of the food by the club is integral to the club or event
 - No off-campus caterers are allowed to do work on campus
 - You may not order from an off-campus franchise of an on-campus service
 - Dunkin Donuts, Starbucks, Einstein Brothers Bagels

How to Spend / Access Club Funding

- Five different ways to make payments:
 - ▣ Independent Contractor Payments
 - NEPRF, SPF, PR-1
 - ▣ Check Requests
 - PRF, PO
 - ▣ Chart Strings (Department Transfers / Electronic Billing)
 - Never given to students. Have department email costa@brandeis.edu.
 - ▣ Credit Cards
 - P-Card
 - ▣ Cash Advance
 - Through Student Union Treasurer only

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How to Make a Payment

- Payments **MUST ONLY BE FROM ONE CLUB**
 - ▣ If costs are shared, request a funding transfer to a single club
- Determine Payment type and enter request in SUMS
 - ▣ If you have questions, **CLUBFINANCE@BRANDEIS.EDU**
 - ▣ Only PRF, NEPRF, SPF, PR-1, and PO can generate a check
- Submit paperwork:
 - ▣ To the Student Union Romper Room (check requests, P-Card receipts)
 - ▣ To Student Activities (all contracts requiring signatures)

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PRF: Payment Request Form

- Reimbursements (to Brandeis Staff, Students, and Faculty)
 - Itemized original receipts (**No photocopies**)
 - Itemized online print out of order AND Bank/Credit Card Statement
 - Name on statement must match payee name
 - All receipts MUST be taped flat to a white 8½” x 11” sheet of paper
- Direct payments to vendors
 - Itemized Invoice/Quotation (numbered if possible)
 - A “Statement of Account” is NEVER acceptable documentation!
 - “Brandeis” W-9 (If not paid by Accounts Payable previously)
 - W-8 BEN if a foreign company
- Submissions not meeting guidelines will be returned as “incomplete.”

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Making a PRF in SUMS (Demonstration)

- ❑ Log in to SUMS at <http://www.brandeisweb.com/>
- ❑ Click the “Requests” tab CLUBFINANCE@BRANDEIS.EDU
- ❑ Click the “PRF’s” sub-tab (you may need to scroll to the right on some PC’s)
- ❑ “New” PRF – this is the PRF “Header”
 - ▣ Fill out screen – be very specific. Note: Trans Ref Num is for invoice numbers
 - ▣ When finished first part, click “Save and Close”
- ❑ “New” PRF Item – this is where you select funding
 - ▣ Only select one funding source per PRF Item (repeat for multiple items)
- ❑ “Print Form”
 - ▣ Be sure to click disk icon and print the PDF file (not webpage)

New Chart of Accounts

- ❑ Some of the numeric PeopleSoft codes that you select when making a PRF have changed:
 - ❑ New Categories:
 - ❑ 7116 – Non-Clothing Promotional Supplies (“Swag”)
 - ❑ 7124 – Club and Event Supplies not Otherwise Categorized
 - ❑ 7452 – Moveable Equipment \geq \$5,000
 - ❑ 7454 – Fixed Equipment \geq \$5,000

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New Chart of Accounts, continued

- Existing categories with new account codes CLUBFINANCE@BRANDEIS.EDU
 - 7177 – Space Rental (formerly 7227)
 - 7202 – Organizational / Membership Dues (formerly 7121)
 - 7203 – Books, CD's, DVD's, Games, Subscriptions (was 7305/7123)
 - 7246 – Mail Expense (formerly 7115)
 - 7247 – Priority Mail, Shipping (formerly 7117 and 7119)
 - 7306 – All Food/Drink (formerly 7361 and 7367)
 - 7310 – Conference/Outing/Tournament Fees (formerly 7364)
 - 7803 – Other Non-Supply, Non-Service Expense (Donations only)

Independent Contractors

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- Types
 - ▣ SPF, NEPRF, and PR-1
- Contracts (Stephanie Grimes)
 - ▣ Independent Consultant Agreement and CORI certification*
 - ▣ Consultant Authorization (Requisition Form) if non-performer \geq \$1500
 - ▣ Invoice AND “Brandeis” W-9 (If not previously paid by AP)
 - ▣ **Cannot pay contractors salaries/fees out-of-pocket (EVER)**
 - ▣ **Make sure your contracting agreement fits to budget**
 - ▣ **University authorized signature is required BEFORE WORK BEGINS**

Independent Contractors

- PR-1 (Brandeis Staff/Faculty/ non-company Coaches and Instructors)
- ▣ One time payment form AND always charged +7.7% fringe
- ▣ If individual is Grant funded, speak with us FIRST
- SPF (Any Brandeis student)
- ▣ NO longer need Blue Employment Card
- ▣ Student Payment Form
- ▣ Payroll is 15th & 30th (May/Jun./Dec. 15th only)
- ▣ Turn forms VERY EARLY (Takes a while; early deadline)
- ▣ Payment in Jun/Jul/Aug +7.7% fringe (Usually)

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Purchase Orders (PO)

- Procurement Services

- ▣ Ordered through Union Treasurer using Marketplace+
- ▣ All Non-contractor invoices of \$1500 or more
 - Requests of \$5,000+ require three price quotes or a Sole Source letter
- ▣ Standing PO (Repeated payments to ONE vendor)
 - Not all PO's are standing!
- ▣ “Brandeis” W-9 if not paid before (W-8 BEN if a foreign company)
- ▣ Procurement can help you get deals with payment – preferred vendors
 - Better warranty protection

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Other Payment Types

- ❑ Internal Transaction and P-Card Form (ITP)
 - ▣ P-card (Union treasurer, deputy treasurer, or club)
 - ▣ Mail Room
 - Postage slips, freight
- ❑ Other Types
 - ▣ CES Reservation (Autumn Sendzik)
 - ▣ Journal Entry/Club transfer
 - Please email clubfinance@brandeis.edu to request a funding transfer

P-Card Rules

- For all P-Card Holders – You must turn in your receipt within 24 hours of the purchase.
- ▣ Any club that fails to submit documentation by this deadline will have its P-Card immediately suspended until the documentation is brought up to date. Continued violations may result in loss of P-Card privileges.

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PAYMENTS HINTS



- ▣ Do not wait until the last minute or the end of a semester
 - Last minute request might not get processed
 - Accounts Payable cut/distribute checks ONCE a week
 - Payment deadline before finals
- ▣ ALWAYS make your own copy BEFORE submitting to us
 - **DO NOT USE STAPLES** – please use paper clips.
 - Be sure to sign your forms and fill out the preparer information!!
 - **Taping receipts to 8.5 by 11 paper is MANDATORY**
 - Cut receipt if it exceeds paper size
 - Do not fold receipts or go over the edge of the page

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Resources/Website



- ❑ Cash Boxes
- ❑ P-Card
- ❑ www.brandeisweb.com

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Resources/Website



☐ SUMS User Manual

☐ <https://wiki.brandeis.edu/twiki/bin/view/StudentUnion/SUMSFAQAndTutorials>

☐ Club leaders mailing list

☐ Lists.brandeis.edu → login → search clubleaders → subscribe (or ask an Assistant Treasurer's and we can add you)

☐ Club resource center (Romper room) access

☐ secretary@brandeis.edu

☐ Questions, Comments?

☐ clubfinance@brandeis.edu