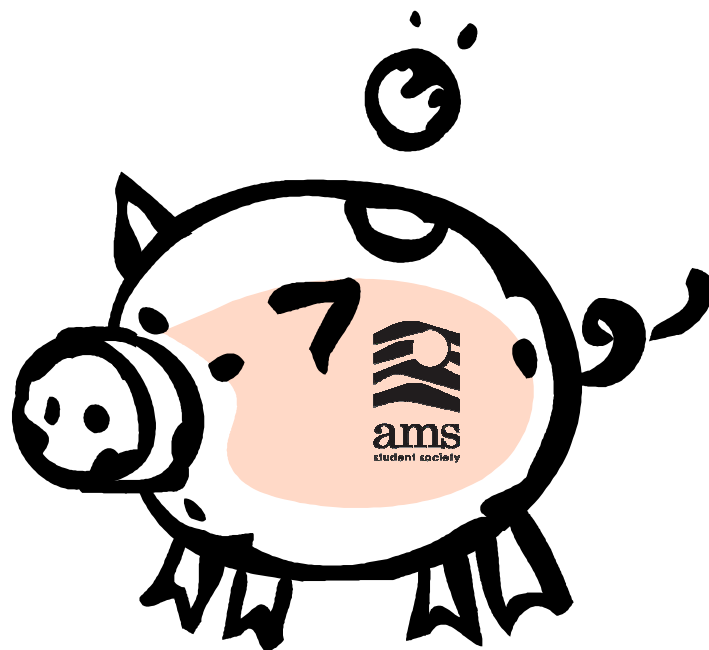


**AMS Finance Commission**

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# **Treasurer's Handbook**

**2008 - 2009**



[http://www.amsubc.ca/index.php/student\\_government/category/finance\\_commission/](http://www.amsubc.ca/index.php/student_government/category/finance_commission/)

July 2008

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# Congratulations!

**“With great power comes great responsibility”**



You have been elected as the treasurer or signing officer of your organization! Each club, constituency, and resource group is a subsidiary organization of the Alma Mater Society, which in turn is subject to the rules and regulations of the BC Societies Act. This handbook is designed to help you become familiar with your new responsibilities and some of the resources relevant to your organization. You are required to understand the entire handbook, as you will be tested on it prior to your orientation.

The position of treasurer is an important responsibility. ***You are the only authorized signing officer of your organization***, and as a result are solely responsible for all transactions processed through your accounts.

Your position comes with great power and great responsibility (kind of like Spiderman). You are accountable to both your organization's executives and the Finance Commission, and may face repercussions for not fulfilling your duties.

## SECTION 1: INTRODUCTION

### WHAT IS AN AMS SUBSIDIARY?

Clubs, constituencies, and resource groups are all AMS subsidiaries. These groups have been recognized by the AMS as subsidiaries through formal constitution by the Student Administrative Commission or by AMS Council. Subsidiaries have certain responsibilities to the AMS but also enjoy many benefits of AMS membership, such as free space bookings, free accounting services, ***no banking charges, insurance coverage***, and access to grants and other funding opportunities.

AMS subsidiaries, however, are not legal entities. Instead, they exist *within* the AMS, which is the legally recognized not-for-profit organization, and ***NOT a charitable organization***.

#### What this means for subsidiaries

- *Not-for-profit vs. charitable* – the AMS *cannot* issue tax receipts for donations to any of its subsidiaries, ***but can issue a receipt to acknowledge payment***.
- *Importation of goods* – ***upon request***, the AMS can issue duty/tax exemption ***request*** letters for goods entering Canada. ***Canada Customs may waive or reduce duties and taxes based on this request***.
- *Contracts* – need to be signed by the AMS, rather than any member or executive of the subsidiary, because the AMS is the legally recognized entity

### RESPONSIBILITIES

As the incoming treasurer, you will have the following responsibilities:

- Oversee all the financial activities of your organization.
- Ensure that your club is in "good standing" with the AMS.
- Be accountable for all the transactions for your organization's account at the AMS.
- Check the treasurer's folder in the Administration Office at least once a week.  
*Note: Some invoices in your club mail folder require your signature. Please sign these invoices and return them to the receptionist. Do not remove these from the Administration Office.*
- Write your club's budget and aim to follow it
- Seek out alternate sources of revenue for unexpected expenditures or special projects.
- Reimburse individuals who have spent money on behalf of your organization and paying all the companies your organization does business with.
- Generally provide financial direction for your organization.
- Comply with all fiscal policies of the AMS.
- Be responsible for all bookings made on behalf of your organization by acting as one of the two Bookings Representatives for your organization, and ensuring there is sufficient funds in your account prior to renting any equipment from the AMS.



## **A CHECKLIST OF THINGS TO DO**

*Note: Information about how to complete each of these steps is explained in the rest of the Handbook.*

- ☐ Read the Treasurer's Handbook. (You're off to a great start!)
- ☐ Submit a budget for the upcoming fiscal year using the AMS Finance Commission **Online Budget and Executive List Submission System**
- ☐ If you are a new treasurer, arrange for a **Treasurer Orientation**.
- ☐ Complete the **Treasurer Authorization Form** (This must be signed by the club President) and the **Treasurer's Test** at the end of this handbook. These forms must be completed prior to the Treasurer Orientation.
- ☐ If you are a returning treasurer, you must submit a new 2008-2009 Treasurer's Test and Authorization Form.
- ☐ Complete the Treasurer's Orientation to obtain signing authority for your club's account.

## **IMPORTANT DEADLINES**

1. Online budget submissions are due **May 30, 2008**.
2. New and Returning Treasurers must complete and submit a 2008-2009 Treasurer's Test and Authorization Form by **September 12, 2008**.
3. All AMS subsidiaries must complete and submit an updated constitution by **October 10, 2008**.
4. Waiver submissions signed by ALL CLUB MEMBERS must be completed by **October 3, 2008**.

***These deadlines may be subject to change. More information about important deadlines are available at our website.***

*Note: Failure to comply with deadlines or other rules set by the Student Administrative Commission (SAC) will result in suspension of all account access, termination of SUB booking privileges, denial of participation in Club Days, and/or possible deconstitution of the club.*

More information about your responsibilities, important deadlines, and the rules and guidelines of the AMS are all available at our website: <http://www.ams.ubc.ca/fincom>

## SECTION 2: ABOUT THE FINANCE COMMISSION

---

The Finance Commission is here to help you!

### **RESPONSIBILITIES**

Each year treasurers encounter different problems or concerns, and in most instances, the Finance Commission can assist you with these difficulties. Here is what the Finance Commission does throughout the year:

1. Oversees the financial activities of the AMS Subsidiary Organizations;
2. Provides ***fundraising opportunities*** for clubs, constituencies and resource groups;
3. Allocates travel and conference ***grants***;
4. Oversees ***short-term loans*** to clubs, constituencies and resource groups;
5. Monitors the accounts of Subsidiary Organizations and ***assists with the preparation of their budgets***;
6. Prepares the **Treasurer's Handbook** for club, constituency, and resource group treasurers;
7. Ensures compliance with Fiscal Procedures by all organizations within the Society;
8. Performs other duties related to the finances of the Society;
9. Organizes **Financial Awareness Campaigns**.

### **MEMBERS**

1. Chris Diplock, **Vice President Finance** (Chair) (2008-2009)
2. Michelle Yuen, **Associate Vice President Finance**
3. Jenny Zhang, **Assistant Associate Vice-President Finance**
4. Ale Coates, **Vice-Chair, Student Administrative Commission**
5. Amy Lam, **Accounting Supervisor**

The Finance Commission meets bi-weekly in the summer and weekly throughout the school year to decide on club and constituency grants, short-term loans, financial accounts, and fundraising opportunities. If your organization applies for a grant of any kind, you may be asked to attend one of these meetings to present and answer any questions the commission may have.

The Finance Commission's office is Room 238F in the SUB. The VP Finance's office is room 238M. Our office hours and availability are listed on the website or you can reach any of us by email or telephone (see next page for detailed contact information).

## WHO TO TALK TO WHEN YOU NEED HELP

Our **website** is always the best place to start. Information about grants, loans, deadlines, Treasurer Orientations and much more is all online. There is also a list of FAQ's which might be able to answer your questions as well.

Start at <http://www.ams.ubc.ca/fincom>



### CONTACT THE ASSOCIATE VICE-PRESIDENT FINANCE FOR:

- Applying for an **AMS fund** (Constituency Aid Fund, Club Benefit Fund, or Student Initiative Fund. See Section 9)
- Information about applying for **short-term loans**
- Inquiries about the status of your club's loan
- Any other **general questions** you may have

The **Student Administrative Commission (SAC)** works closely with the Finance Commission. They deal with Club Constitutions, SUB bookings, office and locker allocation, exec lists, and other general club administrative enquires. They also organize Clubs Days in September. If you have any questions about these issues, please contact a member of SAC.

Members of the SAC and Finance Commission are available in person during their office hours (posted on their office door in 238F in the SUB) or by telephone or email:

#### **Finance Commission**

SUB Room 238F  
604-822-2361  
[avpfinance@ams.ubc.ca](mailto:avpfinance@ams.ubc.ca)  
Office hours: posted on website

#### **Student Admin Commission**

SUB Room 238F  
604-822-2361  
[Sacvc@ams.ubc.ca](mailto:Sacvc@ams.ubc.ca)  
Office hours: posted on website

#### **AMS Administration Office**

SUB Room 266  
604-822-2901  
Office hours: 9am – 4:30pm (closes at 4pm during the summer)



## SECTION 3: STEP-BY-STEP TO BUDGET SUBMISSION

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FinCom has created a new user-friendly website where AMS Clubs can submit their budgets and exec lists without the confusion and inconvenience of the past.

***We only require an online submission.***

Please read this page and the following page before submitting your budget. For more information, go to the site (address below).

The Finance Commission is also always happy to meet with you to discuss your budget submission. Send us an email to set up a budget consultation or check out our website for more information!

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### **ONLINE BUDGET SUBMISSION**

**Step 1:** First, go to the online submission website at [www.ams.ubc.ca/clubbudget/submission](http://www.ams.ubc.ca/clubbudget/submission)

**Step 2:** Select your subsidiary's name from the dropdown list. Your password is defaulted to your 3-digit primary account code number.

*If you do not know your account number you can find it by checking in the Treasurer's Binder at the Administration Office or by emailing a FinCom member.*

**Step 3:** Follow the prompts on the website. Be sure to fill in all the sections – General Information, Club Executives, Assets, Revenues, Expenses, and Summary Data – to save the information, in case you want to make any changes later on. Hit "submit" when you are finished completing each section. Keep in mind that the submission doesn't have to happen all in one go. You can always log out and log back in later to complete your submission.

*Note: Even if you don't need to fill out any information in a particular section, please hit submit for that section anyway.*

***Remember to carry the pre-calculated figure under the Membership Revenue tab into the empty box on the right. This is required because some organizations may offer discounts or free memberships to some members.***

**Step 4:** In the Revenue and Expenses sections, your Previous Fiscal Year's data is inputted automatically from our accounting software to reflect your subsidiary's account activity for the period from May 2007 to April 2008.

***This means that there is no need to create an additional Operating Surplus Account*** – this is automatically done by the system for you.

**Step 5:** Complete all the necessary steps and hit Submit! Please ensure you have completed your submission by **May 30<sup>th</sup>, 2008**. If the Finance Commission does not receive budgets for the current fiscal year by the deadline, ***your account will be frozen and the organization may be subject to other penalties.***

## **IMPORTANT INFORMATION FOR BUDGET AND EXECUTIVE LISTS**

A budget is an attempt to predict your clubs financial transactions for the coming fiscal year. When writing a budget and executive list, it is important to keep several things in mind:

1. Travel Grants, Special Project Grants, or Short Term Loans that have not yet been approved should ***not*** be listed as expected sources of revenue.
2. All clubs ***must*** charge a membership fee (minimum \$1) and have a minimum of 10 Active members.
3. At least two-thirds of your members must be UBC students.
4. All your executives must be UBC students. The President must be registered in at least three credits per term.
5. Non-UBC students must pay 150% of the Active Membership fee (e.g. Associate Members – min \$1.50).
6. ***Miscellaneous revenue/expenditures should not be more than 5% of the total revenue/expenditures – exception could be made for clubs with minimal revenue and expenses.*** The miscellaneous expense line item should act only as a contingency fund to “cushion” any unforeseeable or unexpected expenses. In other words, you must always declare the general source or purpose of a revenue or expenditure. This ensures that all AMS financial matters are transparent to AMS members and staff
7. Should you need to enter any revenues and/or expenditures that do not apply to any of your existing transaction items (previously sub-account codes), please talk to the Computer Supervisor, Nina Levi, at the Administration Office, who can help you create a sub-account. Once the sub-account(s) has been created, fill in the blanks for description and account number in the budget submission website.
8. ***Budgets anticipating a negative closing balance will be rejected.***
9. ***No club monies can be kept in accounts outside the AMS.*** Should you discover your organization maintains an outside account, inform the Finance Commission immediately and you will simply be asked to close the account and redeposit all funds to your AMS account. Failure to comply with this regulation is grounds for deconstitution, as stated in the BC Societies Act.
10. ***Your proposed budget should somewhat resemble the past year's actual account activities.*** If your club is looking to expand its operations, please be conservative about the projected sources of revenue or expense. ***A good budget is one that is reasonable in its projections.*** If you feel that your budget is drastically different from past year's account activities, ***please be sure to fill out a note to explain these changes in the Summary Data section of the application.***
11. The Finance Commission often receives budgets with amounts that are significantly different from past year's actual account history, or budgets that have not accounted for all the line items in the club's account. In most cases, the Finance Commission will request the club to explain a specific revenue/expense projected, attach written explanations or detailed breakdowns of event costs, or simply request a resubmission. ***All rejected budgets must be amended by the deadline set by the Finance Commission.*** Your account will be frozen and your signing authority will be suspended if you fail to respond to the Finance Commission's budget amendment or resubmission requests.

## SECTION 4: TREASURER'S ORIENTATION

In order to officially become the signing officer for your club, you will need to go through a treasurer's orientation with the Finance Commission.

The schedule for Treasurer's Orientations is posted online at [http://www.amsubc.ca/index.php/student\\_government/subpage/category/getting\\_started](http://www.amsubc.ca/index.php/student_government/subpage/category/getting_started).

***The last day for all subsidiaries to sign in a Treasurer for the 2008 fiscal year is September 12<sup>th</sup>, 2008, simply by following all the procedures outlined below, and completing it before the deadline.*** Your club may lose privileges to SUB room bookings, office space, participating in Club Days, or even face deconstitution if you do not sign in before the deadline.

If the signing officer/treasurer will be away for an extended period of time it is suggested that your president assign a temporary treasurer who will also need to go through an orientation. An expiry date will be specified after which the original treasurer/signing officer will regain signing authority upon orientation.



### **HOW TO OFFICIALIZE A NEW TREASURER**

1. Submit completed **Treasurer's Test** and **Authorization Form** into the Finance Commission mailbox in SUB 238A. Both these forms are found at the end of this handbook.
2. The Associate Vice-President Finance and Assistant Associate Vice-President Finance will review these documents. Those with incorrect answers and/or insufficient information will be notified and expected to resubmit answers.
3. Once completed, the treasurer will be scheduled for the next Treasurer's Orientation. Don't forget to check our website for the Treasurers Orientation schedule. *Note: only a maximum of five treasurers can be scheduled per session.* Don't forget to bring your student card to the orientation with you.
4. The Treasurer will sign-in at the front desk.

### **HOW TO OFFICIALIZE A RETURNING TREASURER**

*Note: If you are a returning treasurer, whether for the same or different organization, you are not required to attend another Treasurer's Orientation. However, you will need to resubmit a Treasurer's Authorization Form and Treasurer's Test (see below). Policies and procedures for the treasurers have changed, and all treasurers need to be aware of the updated policies and procedures.*

1. Submit completed **Treasurer's Test** and **Authorization Form** into the Finance Commission mailbox in SUB 238A. Both these forms are found at the end of this handbook.
2. The Associate Vice-President Finance and Assistant Associate Vice-President Finance will review these documents. Those with incorrect answers and/or insufficient information will be notified and expected to resubmit answers.
3. Once completed, the treasurer will be scheduled for a Sign-In session at the front desk. Don't forget to bring your student card. *Note: these sessions are usually completed during office hours.*

## SECTION 5: YOUR AMS BANK ACCOUNT

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Once you have completed your orientation and are signed in as treasurer, you are ready to start accessing your organization's bank account.

### WHY DO WE HAVE AMS ACCOUNTS

*All clubs and constituencies have an account with the AMS.* Having an account with the AMS allows your organization certain benefits and privileges that regular banks do not offer you, such as:

- Free accounting and insurance
- Free banking/interest-free loans
- Free bookings in the SUB
- Lockers or offices in the SUB

It is also important that you keep an active account with the AMS so that our system can continue operating. ***Clubs are not permitted to use any outside bank accounts.*** If you discover that your club maintains an outside account, please inform the Finance Commission immediately. You will be asked to close this account and redeposit your funds into your AMS account, otherwise your club/constituency will be immediately deconstituted.

### WHERE TO ACCESS YOUR AMS ACCOUNT

The "AMS Bank" is located in the Business Administration Office on the 2<sup>nd</sup> floor of the SUB. As part of your Treasurer Orientation, you will be given a tour of the office and become familiar with its procedures.

There are a number of services offered by the Business Administration Office that you should be familiar with:

1. Most importantly, the **Treasurer's table** is where all the banking forms and **Treasurer's Binder** are kept. You will be shown the location of all these forms during your orientation. (See Section 8)
2. A **Coin Rolling Machine** is available for use by clubs in the Administration Office. If you have only a few rolls, ask the cashier for coin wrappers instead of using the machine. Before using the coin rolling machine, ask the receptionist for the sign in book.
3. An **Automated Postage Meter** is available for clubs/constituencies during business hours in the Administration Office. If you would like to make use of this service please speak to the Receptionist. For large numbers of items, let the receptionist know at least one day in advance, in order to ensure sufficient postage. All postage will be charged to your club's account.
4. If you need to look up a postal code, there is a **Postal Code Book** available in the Administration Office.
5. ***Account balances and activity can also be viewed online on AMS Link.*** Go to [http://www.amsubc.ca/index.php/student\\_government/subpage/category/club\\_transactions\\_and\\_balances/](http://www.amsubc.ca/index.php/student_government/subpage/category/club_transactions_and_balances/) for instructions.
6. In the Administration Office, there is also a **Computer Terminal** that allows treasurers to review their account details on screen. Access to the computer is limited to business hours.

## SECTION 6: ACCOUNT AND TRANSACTION CODES

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It is very important for you to have a good understanding of your primary account code and sub-account codes. The Treasurer's Binder of AMS Account Codes is in the Administration Office at the Treasurer's Table. This binder will provide you with all the information you need about your clubs account codes.

### **PRIMARY ACCOUNT CODE**

Your first step is to find your **primary account code**. This is a three-digit number that identifies your account, much like your account number at any regular bank.

All subsidiaries and their respective primary account codes are listed alphabetically at the beginning of the binder in the "Alphabetic Division Listing" section.

The listing will look like this:

719	Speech & Linguistics Students Association
999	Stars Wars Club
796	Statistics Club

### **SUB-ACCOUNT CODES**

After you have found your primary account code you need to find the list of sub-accounts for your club. They are listed numerically by primary account code in the "Accounts List" section of the binder.

Your sub-accounts will look something like this:

999-0000-00	***Stars Wars Club***
999-4001-00	Operating Surplus
999-5050-00	Membership Fees
999-5028-00	Social Revenue
999-5070-00	Miscellaneous Revenue
999-7107-00	Miscellaneous Expense
999-7107-01	Social Expenses (Dinner)
999-7107-02	Social Expenses (Dance)

*Note: It is important to note that these numbers do NOT represent individual accounts within your primary account. These numbers are just a way of categorizing or giving a name to each of your transactions. Think of them as "tracking numbers". These categories are the names for the transactions that appear on your trial balance. For more information, see Section 7.*

## WHAT THESE NUMBERS MEAN

- The **0000** sub-account is a header account. It indicates when the account list for a new club is starting. ***It should never be used on a form.***
- The **4001** sub-account is the operating surplus from the previous fiscal year. Again, ***this account code should never be used on a form.***
- Any **5000** sub-account code is a **revenue account** (e.g. 5050, 5070). These should be used when your club has received funds and would like to deposit them. Your account 5070 is always your Miscellaneous Revenue account. (e.g. 999-5070-00)
- Any **7000** sub-account code is an **expense account** (e.g. 7105, 7107). These should be used when your club is paying out funds and would like to reimburse a club member, pay an invoice, etc. Your expense account 7107 is always your Miscellaneous Expense account. (e.g. 999-7107-00)
- You may also create "Events" accounts with any two-digit extension (e.g. "-01", "-02", etc.). That way you can differentiate various revenues/expenses without creating new accounts. (e.g., Social Events, Clothing, Sales, etc.).

## IMPORTANT DETAILS ABOUT THESE NUMBERS

- Every form you fill out to complete a transaction will ask you to write a sub-account code. (See Section 8)
- It is important that you ***use the MOST appropriate sub-account when you are completing transactions.*** This helps you and us at the AMS to know how your money is being collected and being spent. This also helps future treasurers write budgets.
- For these reasons, ***use of Miscellaneous Revenue and Expenses should be minimized.***
- As treasurer, ***you may add new sub-account codes.*** For example, if the Star Wars Club was going to host a new event this year, like a basketball tournament, the treasurer could add a new event code called Basketball Tournament or perhaps an expense code for Athletic Expenses. To set up new sub-account codes, contact Nina Levi in the Business Office.

## SECTION 7: HOW TO READ A TRIAL BALANCE

A **Trial Balance** is a report of your club's account activity for the fiscal year. This information is available electronically via AMS Link. You can obtain a printed copy by request in the Administration Office or by any member of the Finance Commission. All you need to do is ask!

It is a good idea to have a trial balance printed for the previous fiscal year when you begin your duties as treasurer. This will give you a general idea of your club's sources of revenues and expenditures. You may want to review this with the previous treasurer and ask for any clarification if it is needed.



*You can also access your account balance and activity online at AMS Link.* Go to [http://www.amsubc.ca/index.php/student\\_government/subpage/category/club\\_transactions\\_and\\_balances/](http://www.amsubc.ca/index.php/student_government/subpage/category/club_transactions_and_balances/) for instructions.

### IMPORTANT THINGS TO REMEMBER WHEN READING A TRIAL BALANCE

- ***The fiscal year is from May 1<sup>st</sup> – April 30<sup>th</sup>.*** This means a trial balance for 2008 would be for the fiscal year that ended on April 30<sup>th</sup>, 2008. If you want to see the present fiscal year, you would want a trial balance for 2009.
- Any transactions that happened after April 30, 2008 will be considered part of the 2009 fiscal year, regardless of which fiscal year you would like them included under. This is always good to keep in mind when writing budgets, as some transactions might not have been included in the correct fiscal year.
- ***A trial balance is organized by sub-account code or transaction item.*** These means you will see all your transactions categorized according to their prescribed sub-account code on the trial balance. Each individual transaction under the sub-account codes will include the date of the individual transaction.
- The first number that appears on the trial balance will always be your operating surplus from the previous year (account code ###-4001-00). This is automatically carried over for you at the start of each fiscal year.
- ***ANY NUMBERS THAT APPEAR IN THE NEGATIVE ARE EXPENSES.***
- Consequently, ***NUMBERS THAT APPEAR IN THE POSITIVE ARE REVENUES.***
- At the bottom of the last page of the trial balance is your closing balance. If you are reviewing last year's account activity, this is your closing balance for the previous year. If you are reviewing a trial balance for the current fiscal year, this number would reflect the balance presently in your account.



## SECTION 8: THE BANKING FORMS

All of the banking forms are available at the Treasurer's Table in the Business Administration Office. This is also where you hand them in. To make things easier for you, Journal Vouchers, Bank Draft/Money Orders, and Deposit Forms are now available to download from our website!

Check it out at

[http://www.amsubc.ca/index.php/student\\_government/subpage/category/club\\_transactions\\_and\\_balances/](http://www.amsubc.ca/index.php/student_government/subpage/category/club_transactions_and_balances/)

### CASH DISBURSEMENT FORM (Pink)

**\*\*\*See Form on Next Page\*\*\***

This is the form you use if you wish to pay someone in cash (\$100 or less) as a reimbursement for an expense of purchase for the club. Once you have filled it out, and submitted it to the Receptionist, the payee can pick up his/her money at the cashier's desk in the Administration Office. Cash disbursements take 1-2 business days to process. To avoid problems remember:

- The **amount must be \$100 or less.**
- **Do not make a disbursement form for businesses, individuals only.**
- Only the person to whom the form is made payable can pick it up and they may be required to show ID.
- Do not use abbreviations for club names.
- Use full account code and detailed descriptions.
- Staple receipts or minutes to the back of the form. For receipts/ memoranda or minutes that are 8 ½" x 11" please attach **horizontally** to the top left hand corner of the form
- **Cash Disbursements will be cancelled and returned to Treasurer's file if not picked up after six months.** In this case, you would need to re-issue the disbursement.

### IMPORTANT THINGS TO REMEMBER

- If you have **lost the receipt**, you can obtain a duplicate from the merchant, or, a memorandum or minutes from a meeting signed by at least **two** club/constituency executives (not the treasurer or person receiving cash) indicating **who is to be reimbursed, the amount, and the purpose of the reimbursement must be attached to the form.**
- If you are **reimbursing yourself**, we require further documentation in addition to the receipts. Similar to the memo for lost receipts and invoices, a typed memorandum signed by at least two club executives other than yourself stating that you are authorized to reimburse yourself must also be attached to the cash disbursement form. **Ensure that the amount and purpose of reimbursement are clearly stated in the memo.**

Note: Withdrawals using the cash disbursement form will not be recorded in your account until the money has been picked up. To avoid unauthorized deficits, keep this in mind when keeping track of your finances (See Section 10)





## **CHEQUE REQUISITION FORM (Blue)**

**\*\*\*See Form on Next Page\*\*\***

This form is used to reimburse someone for some object or service they have provided to the club for **more than \$100** or if the person requests that the repayment be made by cheque. Once you have filled it out, the payee can pick up their cheque from the Receptionist in the Administration Office. Cheque requisitions take 2-3 business days to process. To avoid problems remember:

- Submit forms at least two or three business days before you need the cheques.
- Cheques can be mailed to the recipient or picked up by the payee from the Administration Office.
- ***Do not use a cheque requisition when you have the supplier mail you the invoice, or you will end up paying twice. Use the invoice stamp.***
- Do not use abbreviations for club names.
- For the amount, be sure to use the exact value indicating cents.
- Staple receipts or minutes to the back of the form.
- Ensure you have provided **sufficient documentation** which includes one or more of the following:
  1. ***An invoice/receipt:*** Should include details of the recipient of goods and/or services, the nature of goods and/or services supplied, cost breakdown, and the calculation of taxes (GST and PST where applicable)
  2. ***An event contract:*** Should include payment schedule that has been approved by SAC.
  3. ***Packing Slips, Bill of Landing and/or Delivery Invoice:*** Should be supporting the receipt of goods/services, and with cost breakdown, and the calculation of taxes (GST and PST where applicable).
  4. ***Minutes from an executive meeting/AMS Council*** for the purpose of an honorarium, donation and in rare occasions where a receipt was lost and cannot be reproduced. Minutes should outline reason for payment/schedule for payment, and should be signed by two executives (other than the treasurer and the person to be reimbursed)

## **IMPORTANT THINGS TO REMEMBER**

- Please note that in the case of **reimbursement for credit card purchases, a credit card statement alone is NOT sufficient as backup**. The statement can be included but it **must be accompanied by actual invoices/receipts**. This is a requirement of Provincial and Federal Taxation Authorities.
- If you have **lost the receipt**, a memorandum or minutes from a meeting signed by at least **two** club/constituency executives (not the treasurer or person receiving cash) indicating **who is to be reimbursed, the amount, and the purpose of the reimbursement must be attached to the form**.
- If you are **reimbursing yourself**, we require further documentation in addition to the receipts. Similar to the memo for lost receipts and invoices, a typed memorandum signed by at least two club executives other than yourself stating that you are authorized to reimburse yourself must also be attached to the cash disbursement form. **Ensure that the amount and purpose of reimbursement are clearly stated in the memo**.
- If you need a **cheque to be rushed** through please inform the Receptionist at the time of submission.

*Note: When a cheque requisition is used, the amount will be charged to your account immediately, not when the cheque is cashed.*

If you want the cheque to be mailed, ensure that the complete mailing address has been provided including the postal code. If the cheque is for pick up, write 'for pick up' on the form.

**BLUE FORM**

For withdrawals from different accounts, indicate the full account code of each and the corresponding amounts. Ensure the total is correct.

## CHEQUE REQUISITION

*Cheque will not be processed unless receipts/invoices/minutes are attached*  
*Amounts over \$100 or any amount to be mailed*



**ALMA MATER SOCIETY**  
STUDENT SOCIETY OF UBC

Complete Mailing Address or Indicate Pick Up:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: ____ / ____ / ____ mm dd yy	
Club/Dep't: _____	
Account Code: (Full account code)	Amount: (From each account if more than one)
- -	\$
- -	\$
- -	\$
<b>Total Cheque Amount:</b>	<b>\$</b>

Cheque Payable To: \_\_\_\_\_

Purpose of Cheque: \_\_\_\_\_

Initiated by: \_\_\_\_\_  
(Print Name)

Approved by: \_\_\_\_\_  
(Treasurer's Signature)

OFFICE USE ONLY		
Office Authorization: _____	Verified: _____	
Vendor No.: _____	Cheque No.: _____	Date: _____

Explain the purpose of the cheque i.e. what the cheque is for.

Use one form per payee each time a cheque is necessary.

## **BANK DRAFT/MONEY ORDER REQUEST FORM** (Yellow)

**\*\*\*See Form on Next Page\*\*\***

This form is used to either reimburse someone for some object or service provided to the club which they paid for in **foreign funds**, or to pay an invoice with an amount in foreign funds. Once you have filled the form out, the payee can pick up the cheque from the Receptionist in the Administration Office. Payments to businesses and organizations will be mailed. To avoid problems remember:

- Submit forms at least **seven business days** before you need the bank draft/money order.
- Use this form to pay invoices that are in foreign funds. Do not use the Invoice stamp.
- For the amount, use the exact value indicating cents in foreign funds. Do not use the shaded area; the office will fill in the appropriate exchange rate and equivalent in Canadian dollars.
- Do not use abbreviations for club names.
- Attach receipts, invoice and/or minutes to the back of the form, with a paper clip

### **IMPORTANT THINGS TO REMEMBER**

- If you have **lost the receipt or invoice**, a memorandum or minutes from a meeting, signed by at least two club/constituency executives indicating ***who is to be paid, the amount, and the purpose of the cheque, must be attached to the form.***
- If you are **reimbursing yourself**, we require further documentation in addition to the receipts/invoice. Similar to the memo for lost receipts and invoices, a typed memorandum signed by at least two club executives other than yourself stating that you are authorized to reimburse yourself must also be attached to the cash disbursement form. ***Ensure that the amount and purpose of reimbursement are clearly stated in the memo.***

Note: All cheque requisitions and money order/bank draft requests are charged to your account once prepared and NOT when the cheque or money order/band draft is cashed.

## YELLOW FORM



**ALMA MATER SOCIETY**  
STUDENT SOCIETY OF UBC

### REQUEST FOR: BANK DRAFT/ MONEY ORDER (please circle one)

Request will not be processed unless receipts/invoices/minutes are attached  
(Please allow **FOUR** working days for processing)

Bank of Montreal Fax# (604)-222-4500

Complete Mailing Address or Indicate Pick Up:


DATE:      /      /        
mm      dd      yy

CLUB/DEPT: \_\_\_\_\_

AMOUNT REQUESTED IN FOREIGN CURRENCY \$ \_\_\_\_\_

ADD- EXCHANGE COSTS (office use) \$ \_\_\_\_\_

TOTAL CANADIAN EQUIVALENT (office use) CAD\$ \_\_\_\_\_

CLUB ACCOUNT CODE: (full account code)

- - - - - \$ \_\_\_\_\_

- - - - - \$ \_\_\_\_\_

- - - - - \$ \_\_\_\_\_

G.S.T. (if applicable) - 1060 - 00 \$ \_\_\_\_\_

CREDIT ACCOUNT #:000-1002-00 \$ \_\_\_\_\_

(office use only)

PAYABLE TO: \_\_\_\_\_

PURPOSE OF REQUEST: \_\_\_\_\_

\_\_\_\_\_

INITIATED BY: \_\_\_\_\_ APPROVED BY: \_\_\_\_\_  
(print name) (treasurer's signature)

OFFICE USE ONLY	
Office Authorization: _____	Verified: _____

BANK SIGNING AUTHORITIES: Bank Draft/Money Order# \_\_\_\_\_

\_\_\_\_\_  
(signature) (signature)

JV#: \_\_\_\_\_

If the cheque is to be mailed, ensure that the complete mailing address has been provided including postal code. If the cheque is for pick up, write 'for pick up'.

Explain the purpose of the cheque. i.e. What the cheque is for.

Use one form per payee each time a cheque is necessary.

## INVOICE STAMP

\*\*\*See Form Below\*\*\*

The invoice stamp is used to pay invoices that are in **Canadian Dollars ONLY**. Invoices in foreign currencies should be paid via the Bank Draft/ Money order Form. Please ask reception for the stamp. To avoid problems remember:

- Never write anything in the "vendor" space. It is for office use only.
- ***When invoices are paid via the invoice stamp, the cheques are mailed directly to the company - you do not need to return to pick them up or mail them.***
- The invoice is required to use the invoice stamp; if you have lost the invoice you should use the cheque requisition form, minutes and/or a memorandum.
- Do not use abbreviations for club names.
- Ensure you have **sufficient documentation**. See Cheque Requisition Forms for details

Club/Constituency name			
DEPT.			
INV. #	VENDOR		
	SUBTOTAL		
GST	-1060-00		
Approval	TOTAL		
Approval	Entered		
Cheque #	Paid		

If the invoice doesn't have a number, use the invoice date.

Account code

Just sign, you do not need to print your name as well

Amount

Only applies to clubs with GST accounts.

## **DEPOSIT FORM** (Large White)

**\*\*\*See Form on Next Page\*\*\***

Since **anyone can make a deposit** into your account, others should be shown the proper procedure of how to fill out this form prior to use. A copy of the deposit form will be placed in your treasurer's file once it has been processed.

Don't forget to:

- **Make two copies**, using the carbon paper provided.
- Provide a brief description of the deposit.
- If you are depositing proceeds from a resale of items, please ensure that you pay your PST in the section provided. (See Section 10).
- If depositing enough coins to make a roll, rolls are available at the cash desk. For large amounts of coins, a coin rolling machine is available.
- For **loose coins**, separate them into small envelopes, available at the cash desk. Please do not seal or label the small envelopes. If you have **rolls of coins**, pass them over the counter to the cashier.
- Make sure all bills are facing the same way. Do not fold.
- If depositing US cheques, write the value of the cheque in US dollars. The Administration Office will make the conversion to Canadian currency.
- **To preclude errors and omissions, internal controls are in place to ensure all revenues are duly recognized in the club accounts. Therefore, the person responsible for reconciling receipts to cash received should be different from the person preparing the deposit.**

A Revenue/Fees Worksheet (white form) is available to assist organizations to compile and control their receipts. Where appropriate, this worksheet can be used to tabulate ticket sales, membership fees, and registration fees. To maintain process integrity, the person preparing the worksheet should not be the same person who deposits cash. A completed worksheet should substantiate and be submitted with the deposit form (see reconciliation section of the deposit form).

- Once the form is complete, place the forms, cash, and cheques in an envelope, (available at the cash desk). Label the front of the envelope with your organization's name and primary account code. Seal it and drop it in the slot at the cash counter.

**If you are making a deposit after hours** (i.e. after the business administration office is closed) you may use the safe at the **PIT PUB** to make your deposit.

This service is especially useful to clubs that hold Bzzr Gardens or other events in the SUB during the evenings or on weekends.

To complete the deposit, simply tell the PIT bouncers that you are there to make a club deposit. The PIT staff will take you to their safe where you will follow their cash handling and control log procedure. In the morning, the PIT staff will complete the deposit procedure for you.

WHITE

## DEPOSIT FORM

Fill out in duplicate using carbon paper provided



Date Of Deposit: \_\_\_\_\_

Name of Club/Dept.: \_\_\_\_\_

Depositor's Name: \_\_\_\_\_

DETAILED DESCRIPTION	ACCOUNT CODE	AMOUNT
	- -	
	- -	
	- -	
	- -	
	- -	
G.S.T. - Clubs (if applicable)	- 3300 -	
G.S.T. - AMS	000 - 3300 - 00	
	- -	

Ensure that the information for each cheque, i.e. the name, address, phone number, and amount are written on the back of both copies of the deposit

<b>Bills:</b> _____ x \$5.00 = \$ _____ _____ x \$10.00 = \$ _____ _____ x \$20.00 = \$ _____ _____ x \$50.00 = \$ _____ _____ x \$100.00 = \$ _____		<b>CASH &amp; CHEQUES</b> Total Cash: \$ _____ Total Cheques: \$ _____ <small>(List name and amount of each cheque on the back of both copies of the deposit form)</small> US Cash/Cheque: \$ _____ US Exch: x _____ \$ _____ <small>(Ask cashier for exchange rate) (Exchange only)</small>	
<b>Coins:</b> _____ x \$2.00 = \$ _____ _____ x \$2.00 Roll = \$ _____ _____ x \$1.00 = \$ _____ _____ x \$1.00 Roll = \$ _____ _____ x \$0.25 = \$ _____ _____ x \$0.25 Roll = \$ _____ _____ x \$0.10 = \$ _____ _____ x \$0.10 Roll = \$ _____ _____ x \$0.05 = \$ _____ _____ x \$0.05 Roll = \$ _____ _____ x \$0.01 = \$ _____ _____ x \$0.01 Roll = \$ _____		<b>Total for Deposit:</b> \$ _____	
<b>Total Cash</b> \$ _____		<b>Reconciliation (If a worksheet was completed)</b> Total Deposit (above) \$ _____ Less Total Receipts (Revenue/Fees Worksheet) \$ _____ Difference \$ _____ Explanation: _____	

Indicate face value of US cash/cheque  
Ask cashier for current exchange rate.

Indicate number of rolls and any leftover coins in appropriate lines.

If revenues/fees worksheet was used, this box needs to be filled out.

OFFICE USE ONLY

Reference Number: \_\_\_\_\_

C:\VAL\BUS\_OFF\deposit form april 2008.wpd

**Don't forget to carbon copy this form!**





## REVENUES/FEES WORKSHEET (to be used to support a deposit form where appropriate)

Membership Fees	#	Fee	Total	Prepared by:
UBC students	_____	\$ _____	\$ _____	_____
Non-UBC students	_____	\$ _____	\$ _____	Date: _____
_____	_____	\$ _____	\$ _____	
<b>Total Collected:</b>			<b>\$ _____ (A)</b>	

Note: If your club has a GST account, GST should be separated on the actual deposit sheet

**Note:** Person preparing worksheet should not be the same person who handles /deposits cash

Registration/Class Fees/Trip Fees/Other				Prepared By:
Item/Fee Description	Number	Sales Price	Extended Total	_____
_____	_____	\$ _____	\$ _____	Date: _____
_____	_____	\$ _____	\$ _____	
_____	_____	\$ _____	\$ _____	
_____	_____	\$ _____	\$ _____	
_____	_____	\$ _____	\$ _____	
_____	_____	Grand Total	\$ _____	<b>(B)</b>

Note: If your club has a GST account, GST should be separated on the actual deposit sheet

**Note:** Person preparing worksheet should not be the same person who handles /deposits cash

Ticket Sales (Dinner/Grad/Beer Garden/Social Function)					
Date of the Event: _____			Name of the Event: _____		
Prepared by: _____			<b>Note:</b> Person preparing worksheet should not be the same person who handles /deposits cash		
Item	Last # (on hand)	- Beg #	=Tickets Sold	X Ticket Price	= Tickets Sales
Grad tickets-member	22	- 12	10	\$ 10	\$100.00
_____	_____	-	_____	_____	_____
_____	_____	-	_____	_____	_____
Total Sales: \$					<b>100.00 (C)</b>

Note: If your club has a GST account, GST should be separated on the actual deposit sheet

This amount should match amount on the deposit form

**Total Receipts: \$ 100.00 (A+B+C)**

Other than the person making the deposit

Unsold ticket on hand

Date the funds were collected

1<sup>st</sup> ticket available for sale

## FLOAT DISBURSEMENT FORM (Purple)

\*\*\* See Form Below \*\*\*

For any kind of function where you will be selling something (cookies, tickets, bzzr) you will probably require a float. The Float Disbursement Form allows you to make a withdrawal from the club account **for use as a cash float, not for direct purchases or cash advances**. Important things to note:

- Provide **at least 24 hours notice**.
- When ordering coins, please try to order complete rolls.
- If you desire tickets or a cash box, fill out a **Function Requirement** form in duplicate.
- Only the treasurer can pick up the float (unless another person is specified on the form) and in that case, ID will be required as proof.
- When returning float, **if the float is under \$200** fill out a deposit form with description reading "Float Return" and make the deposit into the expense account you withdrew the float from. This is the one occasion you should ever deposit money to an expense account.
- **If the float is \$200 or over**, please return the float directly to the cashier in as large bills and denominations as possible

### PURPLE FORM

## FLOAT DISBURSEMENT 24 HOURS NOTICE REQUIRED Only Use for Events



ALMA MATER SOCIETY  
STUDENT SOCIETY OF UBC

Indicate the date that you wish to pick up the float. If the float is not picked up within 2 days of this date, the float disbursement will be cancelled.

Club/Dep't: \_\_\_\_\_  
Date Required: \_\_\_\_\_  
(If not picked up within 2 days of this date, the float disbursement will be cancelled)  
Approved By: \_\_\_\_\_  
(Treasurer's signature)  
Authorization: \_\_\_\_\_  
(Office Use Only)

Provide an expense account number (e.g., 999-7107-00)

DESCRIPTION	ACCOUNT CODE	AMOUNT
Float	-	-
Coins:		
Rolls \$2.00	x \$50	= \$
Rolls \$1.00	x \$25	= \$
Rolls \$0.25	x \$10	= \$
Rolls \$0.10	x \$5	= \$
Rolls \$0.05	x \$2	= \$
Rolls \$0.01	x \$0.50	= \$
Bills:		
	x \$	= \$
	x \$10	= \$
	x \$5	= \$
Total		\$

Amounts should balance.

Complete when float is picked up.

Given Out By: \_\_\_\_\_  
(Office Use Only)  
Received By: \_\_\_\_\_

## FUNCTION REQUIREMENT FORM (Small White)

\*\*\* See Form Below \*\*\*

The Administration Office also provides other services for its subsidiaries, such as the use of **cash boxes, and rolls of tickets**. Important things to remember:

- If the white and yellow Function Requirement Forms are not available, make two copies of the form using the carbon paper provided
- Provide at least **24 hours notice**.
- Cash boxes accompanied by the copy of the Function Requirement form must be returned within 48 hours of use.
- If unused tickets remain, return them to the Administration Office or you will be charged for the entire roll.
- Unreturned items will be charged to the Club or Constituency.


**WHITE FORMS**

Indicate the date that you wish to pick up the function requirements. If the requirements are not picked up within 2 days of this date, the function requirement will be cancelled.

Indicate how many cash boxes and rolled tickets you require. If you prefer a certain colour of ticket rolls, indicate it in the space provided and we will do our best to accommodate you.

Do not complete until requested to do so.

**FUNCTION REQUIREMENT**  
**24 HOURS NOTICE REQUIRED**  
*Fill out in duplicate using carbon paper provided*



**ALMA MATER SOCIETY**  
STUDENT SOCIETY OF UBC

Account Code: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date: \_\_\_\_\_

Club/Dep't: \_\_\_\_\_

Date Required: \_\_\_\_\_  
(If not picked up within 2 days of this date, the function requirement will be cancelled)

Approved By: \_\_\_\_\_  
(Treasurer's Signature)

**REQUIREMENTS**

Cash Box(s): \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_  
(Number Required) (Office Use Only)

Rolled Tickets:  
Single Rolls: \_\_\_\_\_ Double Rolls: \_\_\_\_\_  
(Number Required)

Colours: \_\_\_\_\_ # \_\_\_\_\_ to # \_\_\_\_\_  
(Office Use Only)

\_\_\_\_\_ # \_\_\_\_\_ to # \_\_\_\_\_

\_\_\_\_\_ # \_\_\_\_\_ to # \_\_\_\_\_

Authorized by: \_\_\_\_\_ Total Ticket Charge: \$ \_\_\_\_\_  
(Office Use Only)

- Cash Box(s) must be returned within 48 hours of use.
- Copy must accompany the return of Cash Box(s), to be signed by the Administration Office for proof of return.
- Unreturned items will be charged to Club/Department.

Picked Up By: \_\_\_\_\_

Received By: \_\_\_\_\_ Returned Date: \_\_\_\_\_

For raffles and draws double rolls may be requested. Double rolls are 2 rolls of tickets with the same numbering.

Do not complete lines beginning with “#” as these lines are for office use only.

## JOURNAL VOUCHER (Green)

\*\*\* See Form Below \*\*\*

On occasion, your club/constituency may transact with another subsidiary of the AMS. In these cases, a journal voucher may be used to **transfer money to an organization that has an account with the AMS** (CiTR, EUS, Aqua Soc.). Journal Vouchers cannot be used with departments of the University. Journal Vouchers can also be used to transfer money between your own accounts.

- **Make two copies** using the carbon paper provided.
- Please attach **receipts, contracts, general ledger or Email printouts** as sufficient backups for the transaction.
- Totals in the 'debit' and 'credit' columns should be equal.
- Include a meaningful description of the reason for the transaction.
- If you are charging another club, place the voucher in the file of the treasurer being charged.
- If you find a voucher in your file, sign it and give it to Reception.

GREEN FORM

Indicate the organization that is initiating the journal voucher.

The Club/Dept name and the treasurer's signature must be present for the debited account i.e. whoever is being charged money. I

### JOURNAL VOUCHER

*Fill out in duplicate using carbon paper provided*

Name of Club/Dep't: \_\_\_\_\_
Date: \_\_\_\_\_

Debit Account Number <small>(Withdrawal from)</small>	Debit Amount	Credit Account Number <small>(Deposit to)</small>	Credit Amount
<b>Total</b> <small>(Sum of each column must be equal)</small>		<b>Total</b> <small>(Sum of each column must be equal)</small>	

Detailed Description of Transaction:  
(i.e. purpose)

Debited Club/Dept Name: \_\_\_\_\_  
 Initiated by: \_\_\_\_\_  
(Please Print Name)  
 Approved By: \_\_\_\_\_  
(Signature of Treasurer for Debited Account)  
 Date of Approval: \_\_\_\_\_

OFFICE USE ONLY

 Checked by: \_\_\_\_\_  
 JV Number: \_\_\_\_\_  
 Date of Input: \_\_\_\_\_

Debit is a withdrawal from an account. Credit is a deposit into an account.

The two amounts should always balance.

## PURCHASE ORDER REQUEST FORM

**\*\*\* See Form Below \*\*\***

The main method of purchasing items for your organization is to have a member purchase the item and reimburse them using a Cheque Requisition or Cash Disbursement Form. However, some businesses require purchase orders.

For example, your club/constituency may decide that it would be practical to have an account created with the UBC Bookstore in order to allow certain members of your organization to make purchases by charging them to this account. This can be accomplished by filling out a Purchase Order Request Form.

When you fill out a Purchase Order Request Form, the money is taken out of your account and placed in a holding account. You do not have access to this money until the expiry date of the Purchase Order Request expires. Each time a purchase is made, it is debited from the holding account. Your club is committed to paying the amount designated by the Purchase Order Request. When the Purchase Order Request Form expires, any remaining money is returned to your account.

- **Only use a purchase order when a business requests one.**
- The receptionist in the Administration Office sets up the bill.
- An account at an external business or a "blanket order", can have as many as four signing officers.
- Signing Officers for Blanket Orders need to be present when the Purchase Order is submitted, and should have ID ready.

**ORANGE FORM**

### PURCHASE ORDER REQUEST

Date: \_\_\_\_\_

Name of Club/Dept: \_\_\_\_\_ Account Code: \_\_\_\_\_

Expiry Date: \_\_\_\_\_ ☐ 1 month from date of P.O. ☐ 3 months from date of P.O.  
(Use only if date is longer than 3 months from P.O. date)

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_


Function: \_\_\_\_\_  
(If supplies are for a particular function, identify i.e. date, time, place of function)

Detailed Description: \_\_\_\_\_ Purchase Order to be: ☐ picked up ☐ mailed ☐ faxed  
(Give full details and print legibly)

Amount Not To Exceed (Amount will be taken out of account immediately): \$ \_\_\_\_\_

Treasurer: \_\_\_\_\_ Approved by: \_\_\_\_\_  
(Please print name legibly) (Treasurer's Signature)

Office Authorization: \_\_\_\_\_



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STUDENT SOCIETY OF UBC

For blanket orders, select a reasonable expiry date such as the date when the executives' terms are complete.

Print legibly the names of the people who will have signing authority.

Select a reasonable amount that you will likely spend by the time the blanket order expires.

## SECTION 9: FINANCIAL RESOURCES

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Various financial resources are available for student groups. All of these resources and applications are available at the Finance Commission Office, SUB Room 238F or online at [http://www.amsubc.ca/index.php/student\\_government/subpage/category/ams\\_funding/](http://www.amsubc.ca/index.php/student_government/subpage/category/ams_funding/).

### **CONSTITUENCY AID FUND**

Up to \$750 is available for AMS Constituencies. Constituencies are to exhaust other sources of revenue before applying. Terms and conditions are listed on the application. These funds are available for the following:

- Elections & Referenda
- Communications (through mail outs or newsletters)
- Special Projects
- Travel Grants
- Furnishing & Equipment (including furniture, rugs and mats, file cabinets, bulletin boards, computers, printers, and audio-visual equipment)

### **CLUBS BENEFIT FUND**

Up to \$450 is available for AMS Clubs. Please note we do not fund annual events or events that occur on an ongoing basis. Clubs are to exhaust other sources of revenue before applying. Terms and conditions are listed on the application. These funds are available for the following:

- Special Projects
- Travel Grants
- Furnishings & Equipment (including furniture, rugs and mats, file cabinets, bulletin boards, computers, printers, and audio-visual equipment)

### **STUDENT INITIATIVE FUND**

Up to \$250 is available to any AMS members (i.e. UBC student). Please note that applications from students of the same organization for the same event will only be granted once. It is up to the first student to split the money among the other applicants if he or she pleases. Other terms and conditions are listed on the application. These funds are available for the following:

- Attending an external conference
- Starting a new event/conference

### **WALTER GAGE MEMORIAL FUND**

Up to \$2,000 is available through this fund. This is not an AMS fund and is administered by the Walter Gage Committee. The Committee meets monthly during the academic year. Applications must be submitted to the **Walter H. Gage Memorial Fund Committee**, Office of the Vice-President, Students; located at the Old Administration Building (6328 Memorial Road). ***Please note that Water Gage Memorial Fund refuses to be the largest source of funding for your project.***

### **INNOVATIVE PROJECTS FUND**

Up to \$35,000 annually for no more than three years. Applications are reviewed once a year and deadline for submission is usually in October. Applications are available in SUB Room 238

### **SHORT TERM LOANS**

For clubs and constituencies, the AMS can provide short term *interest-free* lines of credit. Short term loans are granted based on your ability to ensure repayment by the deadline specified on your application. Longer term, interest free loans are also available for AMS subsidiaries attempting to purchase expensive capital acquisitions. Long term loans are designed to be repaid in installments.

## SECTION 10: FINANCIAL POLICIES & PROCEDURES

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All treasurers should be familiar with the **AMS Financial Policies & Procedures**, which can be provided to you by the Finance Commission or Business Administration Office should you wish to review them. Bylaw 13 in AMS Code includes details regarding contracts, sales tax, unauthorized deficits, bank accounts, grants, and loans.

### **CONTRACTS**

***A contract is defined as follows:*** A formal writing which contains the agreement of two or more parties, complete with terms and conditions, and which serves as a proof of the obligation to commit, or not to commit, an act. Contracts are often drawn up between AMS subsidiaries (Clubs and Constituencies) and: the University of British Columbia; Hotels and Restaurants; Ski Lodges, etc.

***Note:*** Any formal writing that legally binds your club to a certain action, however minor, is considered a contract.

Members of Constituencies, Associations, Clubs, and Commissions, internal signing officers, and Society employees ***are not authorized to sign any contract*** on behalf of the Society. ***If such a non-authorized party signs a contract on behalf of the Society, that party, and not the Society, shall be responsible for the contract.***

***To enter into a contract, the following protocol must be observed:***

- a) Three unsigned contracts shall be submitted to the Executive Secretary (SUB 238A) no less than three (3) weeks before the agreement takes effect. Do not put individual names on the contract (your name should *not* be on the contract at all);
- b) The Vice-President Administration shall ensure that the contract is consistent with the Code and Bylaws of the Society;
- c) The Vice-President Administration shall submit all administrative contracts to SAC, which shall have the power to approve them by a Two-thirds (2/3) Resolution;
- d) In contracts involving AMS subsidiaries, SAC shall ensure that the organization is in good standing; and
- e) Once Council has approved the SAC minutes in which a contract has been approved, then the Vice-President Finance and any one (1) of the Vice-President Administration, the Vice-President Academic and University Affairs, and the SAC Vice-Chair shall sign the contract.
- f) One copy is kept with the AMS, and two returned to the organization
- g) One of the two copies returned to the organization shall be signed by the third party and resubmitted to the AMS (Vice-President Finance)

***Note:*** Please ensure that all contracts or binding agreements between our organization and an outside organization have gone through the procedure outlined above or you will be held personally responsible.

### **SALES TAX PROCEDURE**

PST must be paid to the vendor at the time of purchase regardless of whether the merchandise is for resale. If the merchandise is for resale, you may recover the cost of the tax by charging your customers PST on the merchandise.



## **CUSTOMS CLEARANCE**

If you require customs clearance for products shipped from out of the country, the AMS has an account with a customs broker, Transpacific International (Agent: Stan Liu, 604-270-6811). If you have any questions or concerns, please contact the Administration Office.

For possible relief from paying duties and taxes on imported goods, the AMS can provide your club or constituency a letter that you can submit to Canada Customs prior to customs clearance. Although the AMS is not exempt from paying import duties and taxes, our non-profit status may be considered when determining tax liability.

## **UNAUTHORIZED DEFICIT POLICY**

1. Club or Constituency expenditures that would create any deficit under \$1,000 must be approved by the Finance Commission and the Vice-President Finance, and be reported to SAC.
2. Club or Constituency expenditures that would create a deficit of over \$1,000 must be approved by the Finance Commission, the Vice-President Finance and the Vice-President Administration in advance. Such approval shall be in writing.

## **TELEPHONE CHARGES**

If your office has a phone, your ***monthly phone charges will automatically be debited from your account***. The bill will subsequently be placed in your club mail folder "treasurer's file".

## **GOOD STANDING**

**Club/Constituency Status Lists** are posted on the Finance Commission Board outside the Executive Offices. This allows clubs and constituencies to ensure that their organizations are in ***good standing*** with the AMS. Your organization is in good standing if it:

- Has a positive account balance
- Has submitted a Budget to the Finance Commission
- Has submitted all waivers to the Finance Commission
- Has submitted an executive list to the Student Administrative Commission
- Has not defaulted in a loan, or had booking privileges suspended within the past two years
- Has deposited all membership fees into the account

***Treasurers should check the list on a regular basis.*** Other pertinent information is also included on this board.

## **GAMBLINGS EVENTS**

Please note that ***ALL GAMBLING EVENTS ARE ILLEGAL*** (in accordance with BC Provincial legislation) and will be treated as such by the AMS. Gambling is punishable by deconstitution. *This includes, but not limited to, poker games, tournaments and raffle ticket sales.*

***Note:*** In order to hold gambling events legally, you need to obtain a gaming license – which the AMS does not qualify. Any AMS subsidiaries, clubs and constituencies, will not be successful in obtaining their own gaming license.



## SECTION 11: INSURANCE REQUIREMENTS

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Should you have a social event or special occasion, there is specific protocol to be followed to ensure you meet AMS Insurance Requirements.

### **OFF CAMPUS, NON-ALCOHOLIC EVENTS** *(if proof of insurance is required)*

- Fill out a certificate request at least 3 weeks prior to the event at the AMS Admin office
- You will need a venue address, contact person, and a fax number of the venue requesting the insurance certificate
- The AMS Admin office will arrange for certificates to be issued.

### **ALCOHOLIC EVENTS**

- a) *Events in the SUB*
  - A copy of the Special Occasions License (SOL) must be submitted to the AMS Bookings Representative, SUB 230A ***prior to the event***
- b) *Events outside the SUB but on campus*
  - A copy of the SOL must be submitted to the AMS Bookings Representative, SUB 230A ***prior to the event***
- c) *Events off campus*
  - i. Events held at venues where the club ***requires a SOL***
    - You must obtain a SOL and provide a copy to the Administration office.
    - You must go to the Admin Office to complete an application for insurance ***at least 3 weeks in advance*** of the event
    - ***There is an event insurance cost that must be paid by the club or constituency that is applying for the insurance***
  - ii. Events held at a venue that ***does not require an SOL***
    - Fill out a certificate request ***at least 3 weeks prior*** to the event at the AMS Admin office
    - You will need a venue address, contact person, and a fax number of the venue requesting the insurance certificate
    - The AMS Admin office will arrange for certificates to be issued.

**For more information on acquiring a SOL, please contact the AMS Bookings Representative in 230A.**

## SECTION 12: AMS SERVICES

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The AMS offers a number of services at competitive rate for AMS subsidiaries.

### **AMS CATERING**

The AMS operates a year round catering department.

- 100% of the net profits go back to you, the students to help support AMS Clubs, Services, and Resource Groups
- Menus can be created to suit any budget, with lunches from \$4/person
- When booking with AMS Catering, your account can be charged. No more cash disbursements!
- AMS Catering practices sustainability, just like all AMS Food and Beverage businesses.
- AMS Catering hires UBC students and pays out almost \$80,000 in student wages annually

Email them for a quote for your next catering order at **[catering@ams.ubc.ca](mailto:catering@ams.ubc.ca)**

### **AMS COPYRIGHT**

CopyRight is located on the lower level of the Student Union Building. Copyright offers full service copying services and also has 12 self-serve copiers available while SUB is open. They also offer printing from disk, laminating, binding, cutting, folding, faxing, and inkjet recycling.

Copyright uses 30% post-consumer recycled paper.

For AMS subsidiaries, your account can be charged. No more cash disbursements!

### **AMS PROMOTIONS**

The AMS Marketing and Promotions Department offers a number of professional services to AMS clubs and businesses at a very competitive rate. Our mandate is student focused, offering affordable services to student groups or projects which target students at UBC.

Services Include:

- Graphic Design
- Digital Photography
- Banner Printing
- Speciality Printing (buttons, passes, lanyards, CDs)
- Banner Box Advertising
- Scanning Services
- Colour/Laser Printing

For AMS subsidiaries, your account can be charged. No more cash disbursements!

## SECTION 13: WAIVERS

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***EVERY MEMBER OF YOUR CLUB NEEDS TO SIGN A RELEASE OF LIABILITY WAIVER, regardless of the nature of your club and their proposed activities!***

This form protects your club and the AMS from liability in the event that a member of your club is physically harmed or incurs property loss or damage as a result of participation in club activities.

If your club has ***developed their own waiver*** or are a member of a larger chapter organization that provides a waiver, these are acceptable provided they have been ***approved by the AMS***. For approval, please submit them to Val Levens in 238A for approval by FinCom.

### **AMS GENERAL MEMBERSHIP WAIVER**

This is for clubs that do not have their own general waiver. When a new member signs up, they must read the waiver on the back, sign their name on the Membership List, and have a witness (usually a club executive) co-sign the list. Signing the Membership List will be equally as legally binding as if the member signed the waiver itself!

It is recommended that prospective members complete a general waiver at the time of membership enrollment. For example, you should bring the standard form to your booth at Clubs Days and have prospective members sign it there. Bringing it to your first meeting is also a good idea.

You can pick up the standard waiver form from the Administration Office (SUB 266), or you can download it online at [http://www.amsubc.ca/index.php/student\\_government/subpage/category/waivers/](http://www.amsubc.ca/index.php/student_government/subpage/category/waivers/). An example of the general waiver is included in Appendix I.

Please note that ***constituencies and departmental clubs do NOT need to have waivers completed***. However, both constituencies and departmental clubs are required to have its members complete and submit an Event Specific Waiver for any high-risk activities (refer below).

***Note:*** In an effort to ensure that waivers are being signed, the Finance Commission reserves the right to freeze the account of an organization that has failed to hand in their waivers by the due date (**October 3, 2008**). Until waivers are received, your account will remain frozen.

### **EVENT SPECIFIC WAIVERS**

Clubs and constituencies that organize events that are outside of their regular, day-to-day activities where potential physical injury may occur (e.g. Skydiving, Bungee Jumping, Paintball, Sailing, or Ski Trips) must have participants complete ***an event specific waiver in addition to the initial membership waiver***.

For example, if the Star Wars Club decided to go water-skiing, they ***would need*** an event-specific waiver since water-skiing does not fit within the mandate or regular activities for the Star Wars Club. If the Water-Skiing Club decided to go water-skiing, they ***would NOT*** require an additional waiver, as this activity fits within their mandate and regular, day-to-day activities.

***Note:*** Please contact the Finance Commission to draft a suitable event-specific waiver template for your event. You will then work together to complete the form, and then submit it to the AMS Treasurer and Controller for approval.

Once the waiver has been completed, clubs/constituencies must have these waivers handed in ***at least two weeks prior to the event***, which will be kept on file for ***at least two years*** after the event has taken place.

AMS Finance Commission: [http://www.amsubc.ca/index.php/student\\_government/category/finance\\_commission/](http://www.amsubc.ca/index.php/student_government/category/finance_commission/)

## SECTION 14: TRANSITION CHECKLIST

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***Your final job as treasurer is to ensure that your subsidiary's next treasurer is well-transitioned into his or her role both within your organization and into the AMS.*** While many clubs and constituencies have their own requirements for transition, here are **5 easy steps** that you need to complete in order for your subsidiary's next treasurer to have a smooth transition into the AMS:

1. Ensure that the incoming treasurer has a ***general idea of your club's AMS account***. Going over your club's accounts on AMS Link and explaining how the revenues and expenses are incurred is usually the best way to approach this. Explain any discrepancies or things that are unusual with your accounting for this year.
2. ***Answer any questions*** that the incoming treasurer may have. It is usually a good idea to provide him or her with some ***contact information*** so they can continue to ask you questions via email or phone after you've left.
3. Ensure that the incoming treasurer has a ***copy of the budget*** you wrote for the current/previous fiscal year. If you do not have a copy, you can request one from the FinCom Office in 238F in the SUB.
4. If your transition occurs near the end of the fiscal year (April 30<sup>th</sup>), ensure that the incoming treasurer knows that he or she will have to ***write a budget*** for your subsidiary over the summer. More information about due dates and procedures for writing a budget is available from the Finance Commission.
5. Make sure that the incoming treasurer knows to read ***the Handbook and to schedule an orientation*** so that they may access the account. Once they are signed in, you are officially relieved of your responsibilities!

Thanks for reading the Treasurer's Handbook!  
Please complete the attached Treasurer's Test and Treasurer's Authorization Form.  
Please carefully read the procedures to set up a Treasurer's Orientation.  
If you have any questions, please contact us at [avpfinance@ams.ubc.ca](mailto:avpfinance@ams.ubc.ca).  
Again, congratulations on your appointment as Treasurer, and have a great year!!!

## Appendix I.

### Club/Constituency General Membership Waiver Form

#### THE ALMA MATER SOCIETY OF UNIVERSITY OF BRITISH COLUMBIA

**RELEASE OF LIABILITY, WAIVER OF CLAIMS, ASSUMPTION OF RISKS**

**BY SIGNING THIS DOCUMENT YOU WILL WAIVE CERTAIN LEGAL RIGHTS,  
INCLUDING THE RIGHT TO SUE**

**PLEASE READ CAREFULLY!**

**TO:** **Alma Mater Society of UBC,** \_\_\_\_\_ (club/association name)

#### ASSUMPTION OF RISKS

I am aware that taking part in \_\_\_\_\_ activities may involve various risks, dangers, and hazards including the risk of personal injury, death, or property loss from various causes including but not limited to: overexertion or lack of physical fitness or conditioning, defective equipment, dangerous or unsafe environmental conditions, consumption of alcohol in a social setting, negligence on the part of other members or persons participating in \_\_\_\_\_ activities, or negligence on the part of the \_\_\_\_\_ and its executives, officers, agents and/or other representatives. I freely accept and fully assume all such risks, dangers, and hazards and the possibility of personal injury, death, property damage and loss resulting there from.

#### RELEASE OF LIABILITY, WAIVER OF CLAIMS

In consideration of the \_\_\_\_\_ permitting me to participate in its activities, I hereby agree as follows:

1. TO WAIVE ANY AND ALL CLAIMS that I have or may in the future have against \_\_\_\_\_, THE ALMA MATER SOCIETY OF UBC, THE UNIVERSITY OF BRITISH COLUMBIA, their board of governors, directors, officers, employees, agents and representatives, (all of whom are hereinafter collectively referred to as "the Releasees") and TO RELEASE THE RELEASEES from any and all liability for any loss, damage, injury or expense that I may suffer, or that my next of kin may suffer as a result of my use of or my participation in the \_\_\_\_\_ activities, due to any cause whatsoever, INCLUDING NEGLIGENCE, BREACH OF CONTRACT, OR BREACH OF ANY STATUTORY OR OTHER DUTY OF CARE, INCLUDING ANY DUTY OF CARE OWED UNDER THE ***OCCUPIERS LIABILITY ACT***, R.S.B.C. 1996, c. 337, ON THE PART OF THE RELEASEES;

2. This Agreement shall be effective and binding upon my heirs, next of kin, executors, administrators, assigns and representatives, in the event of my death or incapacity;
3. This Agreement shall be governed by and interpreted in accordance with the laws of the Province of British Columbia; and
4. Any litigation involving the parties to this Agreement shall be brought within the Province of British Columbia.

In entering into this Agreement I am not relying upon any oral or written representations or statements made by the Releasees other than what is set forth in this Agreement.

**I have read and understand this agreement and I am aware that by signing this agreement I am waiving certain legal rights which I or my heirs, next of kin, executors, administrators, assigns and representatives may have against the releasees.**

Signed this \_\_\_\_\_ (dd/mm/yy)

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature of Member

\_\_\_\_\_  
Please print name clearly

\_\_\_\_\_  
Please print name clearly

This Agreement must be completed in full (signed, dated and witnessed) before participation in any \_\_\_\_\_ activities.

**PLEASE READ WAIVER ON THE BACK OF THIS FORM (PAGE 37) CAREFULLY**  
**By signing this document, you will waive certain legal rights, including the right to sue.**

By signing this membership list, I certify that I have read, understand and agree to the release of liability, waiver of claims, assumption of risks (printed overleaf) and am waiving certain legal rights which I or my heirs, next of kin, executors, administrators, assigns and representatives may have against the releasees.

**Alma Mater Society of UBC,** \_\_\_\_\_ (club/association name)

[illegible]

## Appendix II. Treasurer's Test

Your answers will be reviewed and if incorrect, it will be returned to you for resubmission.

Your Name: \_\_\_\_\_

Date: \_\_\_\_\_

Club/Constituency: \_\_\_\_\_

Primary Acct Code: \_\_\_\_\_

### Please check the appropriate box:

- ☐ I am a new treasurer      ☐ I am a returning treasurer (if so, check one of below)  
☐ Returning to the same organization      ☐ Returning to a different organization

### General Questions:

1. List the 4 important deadlines:
2. List 2 possible consequences for failing to comply with deadlines or procedures set forth by the Student Administrative Commission (SAC) or the Finance Commission (Fin Com)
3. What is the penalty for maintaining any funds outside the AMS?
4. What do you do if the receipt for an expense that you would like to reimburse has been lost or if you are reimbursing yourself?
5. What do you need to remember to do with the pre-calculated Membership Revenue and why?
6. What does it mean to be "in good standing" with the AMS?
7. Name one AMS fund that your subsidiary could apply for.

### Scenarios:

1. Your club is having a Bzzr Garden in the SUB on a Friday night.
  - a. How do you handle the insurance requirements for this event?
  - b. Your club makes over \$1000 at the Bzzr Garden. You don't want to hold on to all this money over the weekend but the Administration Office is closed. How can you deposit this money at midnight on Friday?
2. Your club is having a dinner-dance at the Fairmont Hotel Vancouver. There will be alcoholic beverages served at the event and the venue requires a SOL.
  - a. What is the insurance procedure for this event? How far in advance do you need to apply for insurance? Where do you apply for it?
  - b. The Fairmont has given you a contract to sign for the use of their ballroom. What do you do with the contract? What happens to the contract? (Include who signs it, how far in advance it is submitted to the AMS, and why you don't sign it yourself –hint, hint).
3. You are the treasurer of the UBC Monopoly Players.
  - a. You decide to celebrate the end of term by having a huge Monopoly championship game in the SUB. Do you need to have your members fill out an event-specific waiver? Why or why not?
  - b. Your members perform so well in the championship game that you decide to have a celebratory ski trip up to Whistler. Do you need to have your members fill out an event-specific waiver? Why or why not?
4. You are treasurer of the UBC Capilano Suspension Bridge Enthusiasts. The Capilano Suspension Bridge has given your club a general waiver to fill out AND this waiver has been approved by the AMS. When should you submit these waivers to the AMS? Do you need to fill out a general membership waiver as well?



## Appendix III. Treasurer Authorization Form

The information you provide will only be used to verify your authorization and to contact you for AMS related business.

### TREASURER'S CONFIRMATION

I, \_\_\_\_\_, \_\_\_\_\_ being the Treasurer of  
PRINT NAME STUDENT NUMBER

\_\_\_\_\_  
PRINT FULL NAME OF ORGANIZATION

have been given authority of the above-mentioned organisation to manage the finances of the organisation funds, both incoming and outgoing, and undertake to do so only when directed by the organisation. Furthermore, I have read the 2007-2008 Treasurer's Handbook, which contains the following AMS Financial Policies & Procedures:

1. *AMS By-law 13 (6), (7), and (9);*
2. *Code Section IXB, Article 1 – (1), (2 a-g), (3 a-c), & Article 2 – (7 a-c), (8), Article 8 – (3), (4 a-f)*
3. *Code Section VIIC, Article 3 – (1), (2)*

I understand these regulations outlined in the Policy Package and Handbook and shall abide by them as they apply to the organisation. This statement is made with the knowledge that failure to observe the above will result in permanent suspension of the organisation's privileges through deconstitution.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Phone Number: Primary: \_\_\_\_\_ Secondary: \_\_\_\_\_

Email: \_\_\_\_\_

Term: \_\_\_\_\_

Start date: (M/D/Y) (No earlier than 05/01/08)

End date: (M/D/Y) (No later than 04/30/09)

**Preferred Orientation Date & Time** (See FINCOM schedule online): \_\_\_\_\_

### PRESIDENT/CHAIR'S CONFIRMATION

I, \_\_\_\_\_, \_\_\_\_\_ being the duly elected President / Chair of  
PRINT NAME STUDENT NUMBER

\_\_\_\_\_  
PRINT FULL NAME OF ORGANIZATION

have read the above and certify that the conditions

laid forth above have been accepted by the voting members of the above-mentioned organisation.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Phone Number: Primary: \_\_\_\_\_ Secondary: \_\_\_\_\_

E-mail: \_\_\_\_\_

### OFFICE USE

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Complete:** \_\_\_\_\_ **Errors:** \_\_\_\_\_

**Other Notes:** \_\_\_\_\_