

CAL STATE LA STUDENT ORGANIZATION FUNDS ADMINISTRATION



Organizational Development Conference

ONLINE REFERENCES:

Follow along and review forms by visiting:

<http://bit.ly/CSIForms>



OUTLINE

- ▶ **CSU AND CAL STATE LA POLICIES**
 - ▶ CSU Administrative Policy 3141.01
 - ▶ Cal State LA Student Organization Funds Administration Policy
 - ▶ Student Club and Organization Private External Fund Raising Activities
- ▶ **HOW TO SET UP YOUR STUDENT ORGANIZATION ACCOUNT**
- ▶ **HOW TO START USING YOUR STUDENT ORGANIZATION ACCOUNT**
 - ▶ Deposits
 - ▶ Check Requisitions
- ▶ **QUESTIONS**



CSU ADMINISTRATIVE POLICY 3141.01

- Any and all bank accounts for recognized student organizations must bank through the **University-Student Union** (U-SU) process as required by **CSU Administrative Policy 3141.01** and the **Cal State LA Student Organization Funds Administration Policy**.
- Any organization accounts at other financial institutions must be closed and the funds deposited in a new account through U-SU **immediately**.
- Organizations can apply for an **exemption** from this requirement.
- Failure to comply with these policies can ultimately affect your student organization's **recognition** at Cal State LA.

CAL STATE LA STUDENT ORGANIZATION FUNDS ADMINISTRATION POLICY

- ▶ This is the University's policy that corresponds to the CSU Administrative Policy 3141.01
- ▶ It is authorized by the following divisions:
 - ▶ Vice President Administration Finance
 - ▶ Vice President of Student Life
- ▶ It establishes:
 - ▶ Funds Administration through the University-Student Union
 - ▶ Cash Handling Policies
 - ▶ Tax Deductible Donation Policies



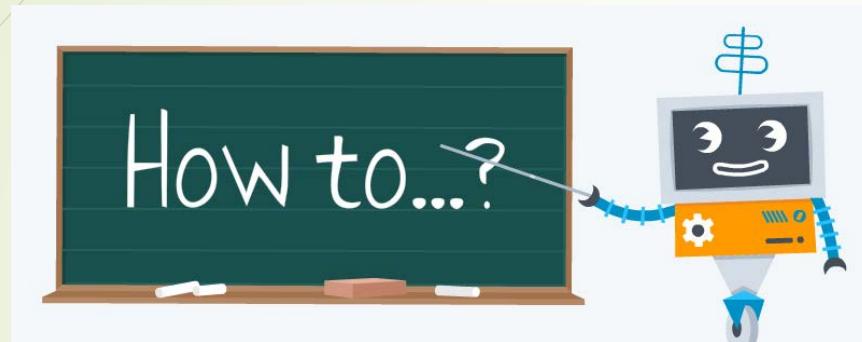


STUDENT CLUB AND ORGANIZATION PRIVATE EXTERNAL FUND RAISING ACTIVITIES

- ▶ University Advancement is responsible for overseeing the solicitation, acceptance and receipting of all **private external tax deductible donations** on campus.
- ▶ If a student club or organization is interested in doing **external private fund raising** they will first need to complete the CSI Event Registration Form, at least 10 business days prior to the event.
- ▶ The event will be provisionally registered, pending approval from the Office of Annual Giving. The club or organization representative will be directed to meet with **The Director of Annual Giving** in the Office of Annual Giving in U-SU 102.

QUESTIONS?





SETUP YOUR CAL STATE LA STUDENT ORGANIZATION ACCOUNT

HOW TO SETUP YOUR CAL STATE LA STUDENT ORGANIZATION ACCOUNT

- ▶ In order to setup your account your organization will need to complete and submit the **Student Organization Account Application** to CSI, U-SU Room 204.
- ▶ Please note that your organization must **meet all recognition requirements** before this form can be processed.

CALIFORNIA STATE UNIVERSITY, LOS ANGELES STUDENT ORGANIZATION ACCOUNT APPLICATION		
ACCOUNT INFORMATION		
TYPE OF REQUEST: OTHER <input type="checkbox"/>	ESTABLISH NEW ACCOUNT <input type="checkbox"/>	MODIFY EXISTING ACCOUNT <input type="checkbox"/>
ORGANIZATION NAME:	EFFECTIVE DATE:	
PURPOSE OF ACCOUNT AND TYPE OF EXPENDITURE TO BE MADE (Please indicate why the account is needed and the type of expenditures that will be made (for example: equipment, travel, etc.):		
EXPECTED SOURCES OF INCOME (Please indicate sources of income (e.g., contributions, sales, revenue, dues, etc.):		
DISPOSITION OF FUNDS (when account is inactive or closed):		
Indicate the approximate date the account will close or check INDEFINITELY if the account is expected to be permanent		
ACCOUNT WILL REMAIN ACTIVE UNTIL:	<input type="checkbox"/>	OR INDEFINITELY <input type="checkbox"/>
RECOGNIZED OR PRE-RECOGNIZED WITH CSI		
Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>		
IF NO OR N/A, PLEASE PROVIDE EXPLANATION:		
EXPENDITURE APPROVAL		
Please indicate who will be authorized to incur expenditures from this account. Expenditure approval will require two authorized signatures. An advisor signature is required for accounts managed by student organizations. All expenditures are subject to review and approval by the U-SU for conformance with account purposes.		
AUTHORIZED SIGNERS		
Advisor 1	Print Name	
	Dept., College or Division	
	Email/Phone	
	Phone	
	Date	
	Signature	
Advisor 2	Print Name	
	Dept., College or Division	
	Email/Phone	
	Phone	
	Date	
	Signature	
 		

HOW TO SETUP YOUR CAL STATE LA STUDENT ORGANIZATION ACCOUNT

- ▶ **Required signatures** on the form include:
Advisor(s), the president, treasurer, and
other authorized signors your
organization chooses.
- ▶ Upon submission of this form you will be
provided an **account number** for your
organization's account once it's been
fully processed.
- ▶ Please note that there is **no cost**
associated with creating and utilizing this
university account.

President/Chair	Print Name	
	Dept., College or Division	
	Email/Phone	
	Phone	
	Date	
	Signature	
Treasurer	Print Name	
	Dept., College or Division	
	Email/Phone	
	Phone	
	Date	
	Signature	
Other Authorized Signors	Print Name	
	Dept., College or Division	
	Email/Phone	
	Phone	
	Date	
	Signature	
ACCOUNT REQUESTER INFORMATION: Refer to attached Agreement. Please read carefully.		
President Signature _____	Day Time Phone Number _____	
Street Address _____	Evening Phone Number _____	
City and Zip Code _____	Evening Address _____	
Center for Student Involvement Print Name _____ Signature _____	Date _____	
FOR U-SU FINANCIAL SERVICES OFFICE USE		
University-Student Union Approval:		
Print Name _____	Date _____	
Signature _____		
Account Number Assigned _____		
Refer to attached Agreement. Please read carefully.		

QUESTIONS?





START USING YOUR CAL STATE LA STUDENT ORGANIZATION ACCOUNT

HOW TO START USING YOUR CAL STATE LA STUDENT ORGANIZATION ACCOUNT

- ▶ Your organization will be able to make use of this account through the on-campus banking system after following these steps:
 1. Once your account has been setup you will receive **confirmation via email**.
 2. Once you've been instructed to via email, **pick up a copy of your application** with your new account number from the U-SU Administration office, **at U-SU Room 306**. You should maintain a copy of this application.
 3. If you have a current account at an off-campus banking institution you should close that account in order to transition to your on-campus account. All off campus accounts should be **closed immediately**.
 4. Before you close that account, your organization should request a copy of the **last month's financial/bank statement** and submit the statement to **U-SU 306** when making your initial deposit.



HOW TO START USING YOUR CAL STATE LA STUDENT ORGANIZATION ACCOUNT

- ▶ Please note that only the **authorized signers** as indicated on the application form you submitted can make this deposit and have access to your account.
- ▶ If your organization has elected **new officers**, you will need to update your officers by submitting an updated **Officer Information Form** and an updated **Student Organization Account Application** to CSI.
- ▶ The Student Organization Account Application must be completed **annually at minimum** (along with the Officer Information Form) and if the president, treasurer, additional officer(s), and/or advisor(s) change throughout the academic year.
- ▶ Authorized signers can request account balance and statements in U-SU 306.





U-SU STUDENT ORGANIZATION ACCOUNT DEPOSIT INSTRUCTIONS

U-SU STUDENT ORGANIZATION ACCOUNT DEPOSIT INSTRUCTIONS

1. Fill in your organization name and your U-SU Student Organization Account number.
2. Describe the type of deposit(s) in the description section.
3. Fill in depositor name and phone number.
 1. Can be any member listed as authorized signer
4. Choose which Revenue Account that best describes your deposit:
 1. 503860: Donations (tax deductible)
 2. 503867: ASI Award
 3. 580090: Operating Revenue (proceeds to benefit)
 4. 580922: Membership Dues
5. Enter the amount per cash/money order and/or checks in the appropriate revenue account(s).

STUDENT ORGANIZATION DEPOSIT SLIP				
Student Organization Name:	1. Star Wars Fan Club ACCOUNT #: 1. BEO969			
Description: (i.e. Event, Membership fees, etc.)	2. May the 4th Movie Night ticket sales and ASI Award.			
Name of Depositor:	3. Darth Vader PHONE: 3. 323-343-5555			
Student Organization Authorization:				
President			DATE: _____	
Treasurer			DATE: _____	
4. ACCOUNT NUMBER	CASH/ MONEY ORDER	CHECKS (non-personal)		TOTAL DEPOSIT
503860 Donation	\$	\$	=	\$ -
503867 ASI Award	\$	+ \$ 5. 200.00	=	\$ -
580090 Operating Revenue	\$	\$	=	\$ -
580922 Membership	\$	\$	=	\$ -
504910 Taxable Sales	\$	\$	=	\$ -
TOTAL DEPOSIT				\$ -

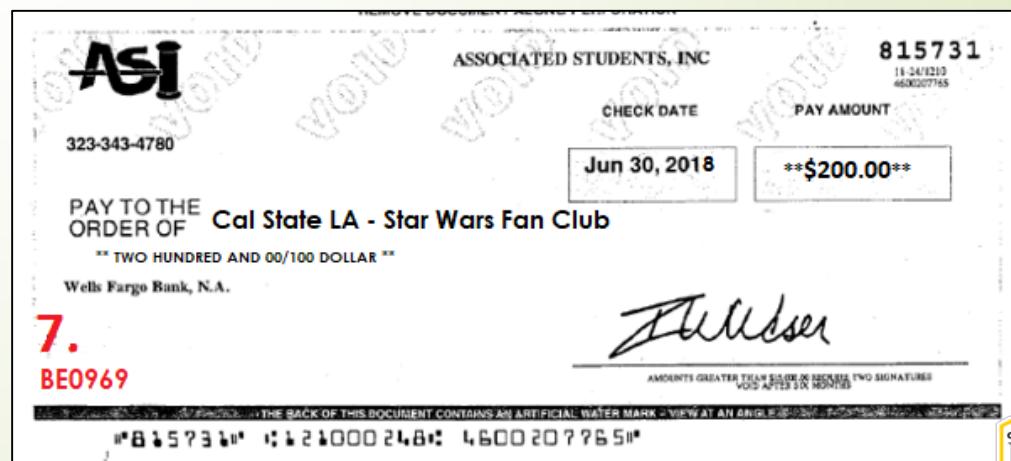


U-SU STUDENT ORGANIZATION ACCOUNT DEPOSIT INSTRUCTIONS

6. List each check separately as to check number, payor, and check amount for up to five checks.
7. Enter your U-SU Student Organization Account number on the checks to be deposited.
8. Add all deposit amounts for the total deposit.

ACCOUNT NUMBER	CASH/ MONEY ORDER	CHECKS (non-personal)	TOTAL DEPOSIT
503860 Donation	\$	+	\$ -
503867 ASI Award	\$	+	\$ 200.00 8.
580090 Operating Revenue	\$ 500.00	+	\$ 500.00 8.
580922 Membership	\$	+	\$ -
504910 Taxable Sales	\$	+	\$ -
TOTAL DEPOSIT			• 8. • \$ 700.00

Checks	Check Number	Payor	Amount
1	6. 815731	6. ASI	6. \$200.00



U-SU STUDENT ORGANIZATION ACCOUNT DEPOSIT INSTRUCTIONS

9. Attach supporting documentation for each deposit. This could include:
 - ▶ Bank Statement (initial deposit only)
 - ▶ Sales Receipt Log
 - ▶ Copy of Student Organization Event Registration Form for events
 - ▶ Copy of ASI funding award letter/email, or
 - ▶ Copy of ASI Request for Payment
 - ▶ Copy of record for membership dues collected
10. The organization's president and treasurer must sign and date the club and organization deposit slip, and submit it to U-SU 306.
11. U-SU business office will verify the deposit amount and follow Cal State LA Cash Handling Guidelines when processing the deposit.

STUDENT ORGANIZATION DEPOSIT SLIP				
Student Organization Name:	Star Wars Fan Club		ACCOUNT #:	BEO969
Description: (i.e. Event, Membership fees, etc.)	May the 4th Movie Night ticket sales and ASI Award.			
Name of Depositor:	Darth Vader		PHONE:	323-343-5555
Student Organization Authorization:			DATE:	5/5/18
President	10. Darth Vader 		DATE:	5/5/18
Treasurer	10. Yo Da 		DATE:	5/5/18
ACCOUNT NUMBER	CASH/ MONEY ORDER	CHECKS (non-personal)	TOTAL DEPOSIT	
503860 Donation	\$	+\$	=	\$ -
503867 ASI Award	\$	+\$ 200.00	=	\$ 200.00
580090 Operating Revenue	\$ 500.00	\$	=	\$ 500.00
580922 Membership	\$	\$	=	\$ -
504910 Taxable Sales	\$	+\$	=	\$ -
TOTAL DEPOSIT				\$ 700.00
Checks	Check Number	Payor	Amount	
1	815731	ASI	\$200.00	
2				
3				
4				
5				
USU use only				
Verified By	11. L. Skywalker		Date:	5/6/18
Cash	\$ 500.00		Total Deposit:	\$ 700.00
Checks:	\$ 200.00			



POP QUIZ!

- What do you need to do when you want to deposit money?



U-SU STUDENT ORGANIZATION ACCOUNT DEPOSIT PROCEDURE

Deposit Procedures:

1. Student organizations must submit a completed Student Organization Deposit Slip in order to make deposits into their U-SU Student Organization Account.
2. Cash/checks collected and to be deposited must be attached.
3. Appropriate supporting document(s) must also be attached and include:
 - ▶ **Bank Statement (initial deposit only)**
 - ▶ **Sales Receipt Log**
 - ▶ **Copy of Student Organization Event Registration Form for events**
 - ▶ **Copy of ASI funding award letter/email, or**
 - ▶ **Copy of ASI Request for Payment**
 - ▶ **Copy of record for membership dues collected**
4. All required items above (steps 1 through 3) should be hand-delivered to U-SU 306.



U-SU STUDENT ORGANIZATION ACCOUNT DEPOSIT PROCEDURE

Deposit Procedures:

5. A U-SU business staff member must verify all cash deposits in the presence of the student organization member.
6. A copy of the verified Student Organization Deposit Slip will be emailed to the student organization member at the U-SU administration front desk.
7. All deposits without attached cash, checks and appropriate supporting documents will not be accepted by U-SU and are returned immediately.
8. Upon deposit verification, the envelope will be deposited into a safe drop box at the front desk by a U-SU business staff member.
9. The U-SU will then follow CAL STATE LA Cash Handling Guideline for satellite location to proceed.

QUESTIONS?





U-SU STUDENT ORGANIZATION ACCOUNT CHECK REQUISITION FORM INSTRUCTIONS

U-SU STUDENT ORGANIZATION ACCOUNT CHECK REQUISITION FORM INSTRUCTIONS

1. Fill in your **Organization Name** and **Date**
2. Fill in the **Payable to** section with the full name, address, and telephone number of the person/organization you are paying.
3. Select whether you want to **Mail the Check** or **Pickup the Check** when it's been cut.
4. Select the **Type of Expense** from the following options:
 - ▶ Payment with Invoice
 - ▶ Reimbursement with Original Receipts
 - ▶ Other

STUDENT ORGANIZATION CHECK REQUISITION		
Student Organization Name:	1. <u>ABC Club</u>	Date: <u>1. 8/10/17</u>
Check to be made payable to:		Type of Expense:
Name:	2. <u>John Doe</u> PRESIDENT	<input type="checkbox"/> Payment with Invoice
Address:	<u>999 Los Angels St</u>	<input checked="" type="checkbox"/> 4. <input checked="" type="checkbox"/> Reimbursement with Original Receipts
City, State, Zip:	<u>Temple City, CA 9XXXX</u>	<input type="checkbox"/> Other
Telephone:	<u>323-xxx-xxxx</u>	
Check one:	<input type="checkbox"/> Mail Check	3. <input checked="" type="checkbox"/> Pickup Check

U-SU STUDENT ORGANIZATION ACCOUNT CHECK REQUISITION FORM INSTRUCTIONS

5. Fill in the **Fund** section with your (U-SU Student Organization account number, ex. BCxxx or BExxx)
6. The **Budget Year** should be the same year as Fall semester of each school year
7. Fill in the **Amount** and make sure the box corresponds to the correct expense account
8. Calculate and fill in the **Total Amount Requested**.
9. Fill out the **Purpose of Request**.

Total Amount Requested: 8. \$229.00	Check Distribution					
Account Description	Account	Fund	Organization	Budget Year	Amount	
Subscription	608005	5.	773050	20	\$0.00	
Supplies & Services	660830	BE0999	773050	6. 2017	7. \$229.00	
Travel	606800		773050	20	\$0.00	
				20	\$0.00	
				20	\$0.00	

Purpose of Request:
(Please explain what this was for, including program name)

9. Reimbursement for fabric purchase for the Fund Raising Event on July 24, 2017



U-SU STUDENT ORGANIZATION ACCOUNT CHECK REQUISITION FORM INSTRUCTIONS

10. Attach appropriate supporting documentation which can include:
 - ▶ Copy of student organization **event registration form** for event
 - ▶ Original sales receipt
 - ▶ **Original receipts must be taped onto 8.5" x 11" blank paper**
 - ▶ A flier, if it is for an event
 - ▶ Copy of a sign-in sheet for the event (if applicable)
 - ▶ A Completed **W-9 Form** if it is a new vendor you will be paying for the first time
 - ▶ The original invoice.
 - ▶ If it is a copy, state, "This Invoice Copy Serves as an Original Invoice", justify why you don't have the original, initial and date
 - ▶ For **missing documentation**, you will need to provide a memo signed by your student organization advisor stating why the supporting document was not available

U-SU STUDENT ORGANIZATION ACCOUNT CHECK REQUISITION FORM INSTRUCTIONS

11. Both the organization **president** and **treasurer** must sign and date the Check Requisition (Signatures must match the signature form on file in U-SU 306)
- ▶ Your advisor's signature is required if the reimbursement is for the president or the treasurer.
 - ▶ The individual to whom the check is being made out to may not sign the same check requisition

STUDENT ORGANIZATION CHECK REQUISITION					
Student Organization Name: _____ Date: _____					
Check to be made payable to:			Type of Expense:		
Name: _____			<input type="checkbox"/> Payment with Invoice		
Address: _____			<input type="checkbox"/> Reimbursement with Original Receipts		
City, State, Zip: _____			<input type="checkbox"/> Other		
Telephone: _____					
Check one: <input type="checkbox"/> Mail Check <input type="checkbox"/> Mail Check w/ Invoice <input type="checkbox"/> Pickup Check					
Total Amount Requested: \$0.00	Check Distribution				
	Account Description	Account	Fund	Organization	Budget Year
Subscription/Dues	608005		773050		
Supplies & Services	660830		773050		
UAS Catering	660855		773050		
Travel	606800		773050		
If Applicable: Event Title: _____ Event Date: _____ BEO #: _____					
Purpose of Request: _____					
Student Organization Authorization:					
President: _____ Print		Advisor: _____ Print			
Signature _____ Date _____		Signature _____ Date _____			
Treasurer: _____ Print					
Signature _____ Date _____		Signature _____ Date _____			
University Accounting use only					
Vendor ID#: _____		Y _____ N _____		Authorized by University-Student Union _____ Date _____	
Funds Available: _____		W-9: [] []		Check Received By: _____	
Voucher #: _____		Student: [] []			
P.O. #: _____				Signature _____ Date _____	



POP QUIZ!

- What do you need to do when you want to use the money from the club account?





U-SU STUDENT ORGANIZATION ACCOUNT CHECK REQUISITION PROCEDURES

Disbursement Procedure:

1. Student Organizations must complete and submit the Student Organization Check Requisition Form
2. Appropriate supporting document(s) must be attached and include:
 - ▶ Copy of Student Organization Event Registration Form for events
 - ▶ Original sales receipt
 - ▶ Vendor/merchant invoice(s)
 - ▶ For any **missing documentation**, a signed memo by the advisor must be written with an explanation as to why the supporting document was not turned in



U-SU STUDENT ORGANIZATION ACCOUNT CHECK REQUISITION PROCEDURES

Disbursement Procedure:

3. The completed Student Organization Check Requisition Form (with appropriate supporting documents) should be submitted to the U-SU administration office, room 306 on the third floor of Student Union.
4. A U-SU business staff member will verify the paperwork for completeness in the presence of the student organization member.
5. The U-SU will then follow University expenditure guidelines to proceed.



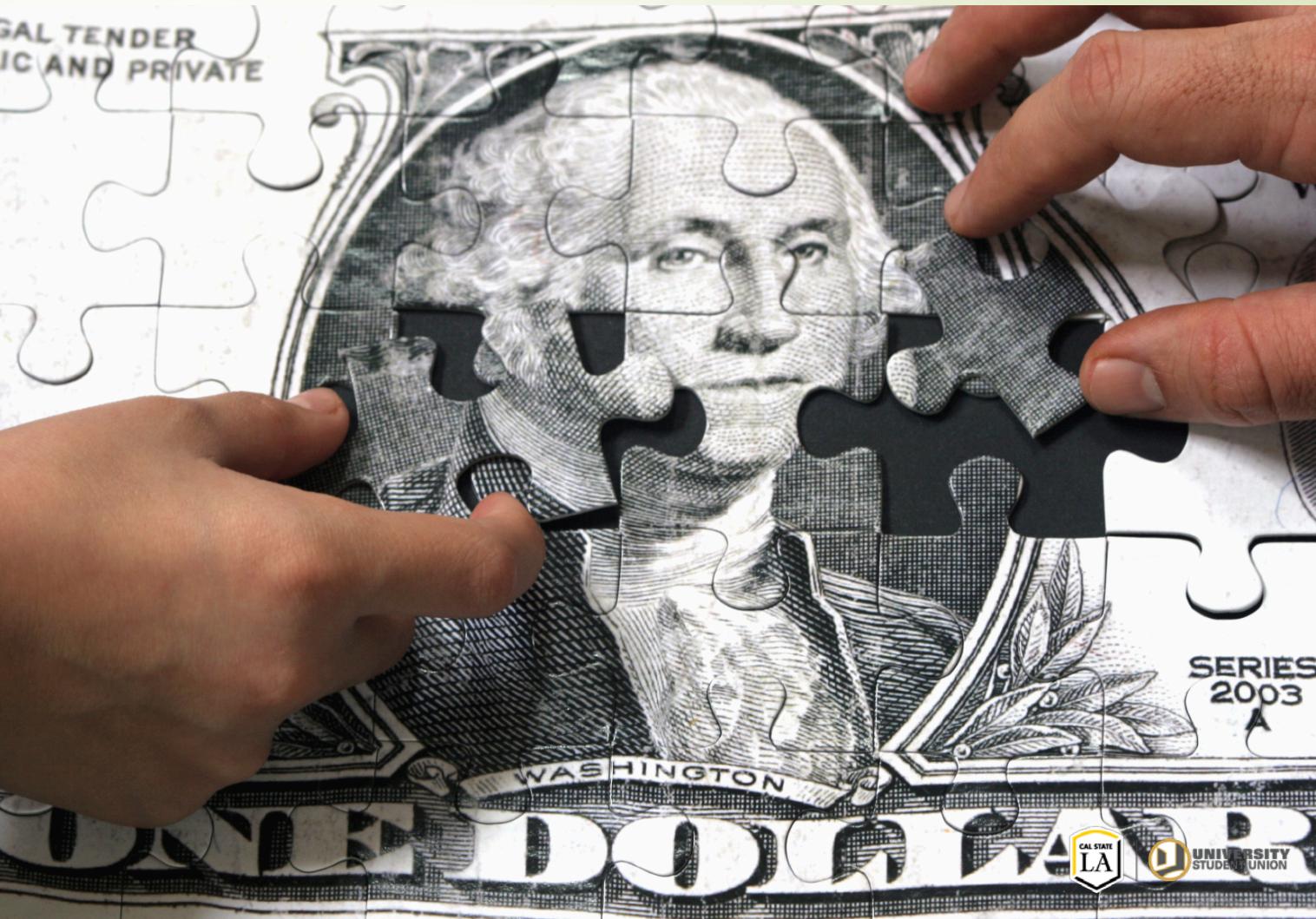
U-SU STUDENT ORGANIZATION ACCOUNT CHECK REQUISITION PROCEDURES

- ▶ Checks are cut every **Tuesday** and **Thursday**.
- ▶ It will take University accounting about **10 business days** to process and issue a check.
- ▶ New Vendors (first time payee) **ALWAYS** require a completed **W-9** Form.
- ▶ Please take these processing timeline into account when submitting your organization's check requisitions.

QUESTIONS?



U-SU STUDENT ORGANIZATION ACCOUNT CASH HANDLING



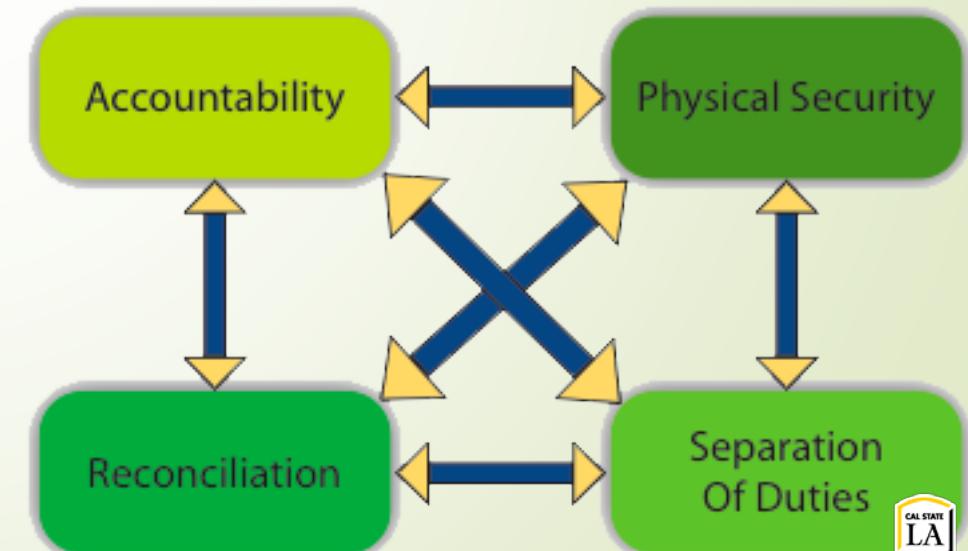
All student organizations must follow cash handling internal control of the U-SU according to the University's cash handling policies.



Responsibilities

Student organization president/designee(s) is responsible:

- ▶ Authorize/Designate cash handler responsible for handling cash
- ▶ Ensure signatures in account application are current, and submitted to CSI
- ▶ Ensure that all signers/cash handlers attend the mandatory ODC
- ▶ Ensure that cash handling is operated in accordance with U-SU and University cash handling policies and procedures.



Segregation of duties

- ▶ No single person has complete control when cash is received or payment is made.
- ▶ Mitigating controls be implemented to prevent and detect loss from fraud or negligence if student organizations are unable to comply with a strict segregation of duties due to lack of resources.
- ▶ All cash/check deposits or payment requests require dual authorization signatures by the club's president and treasurer or advisor.



I complete the process
for this invoice to be
paid.



I review it's correct
and authorise the
payment to be made.

AUTHORIZATION



RECORD KEEPING

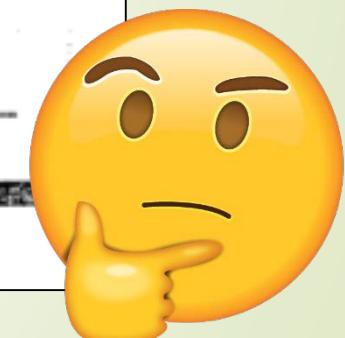
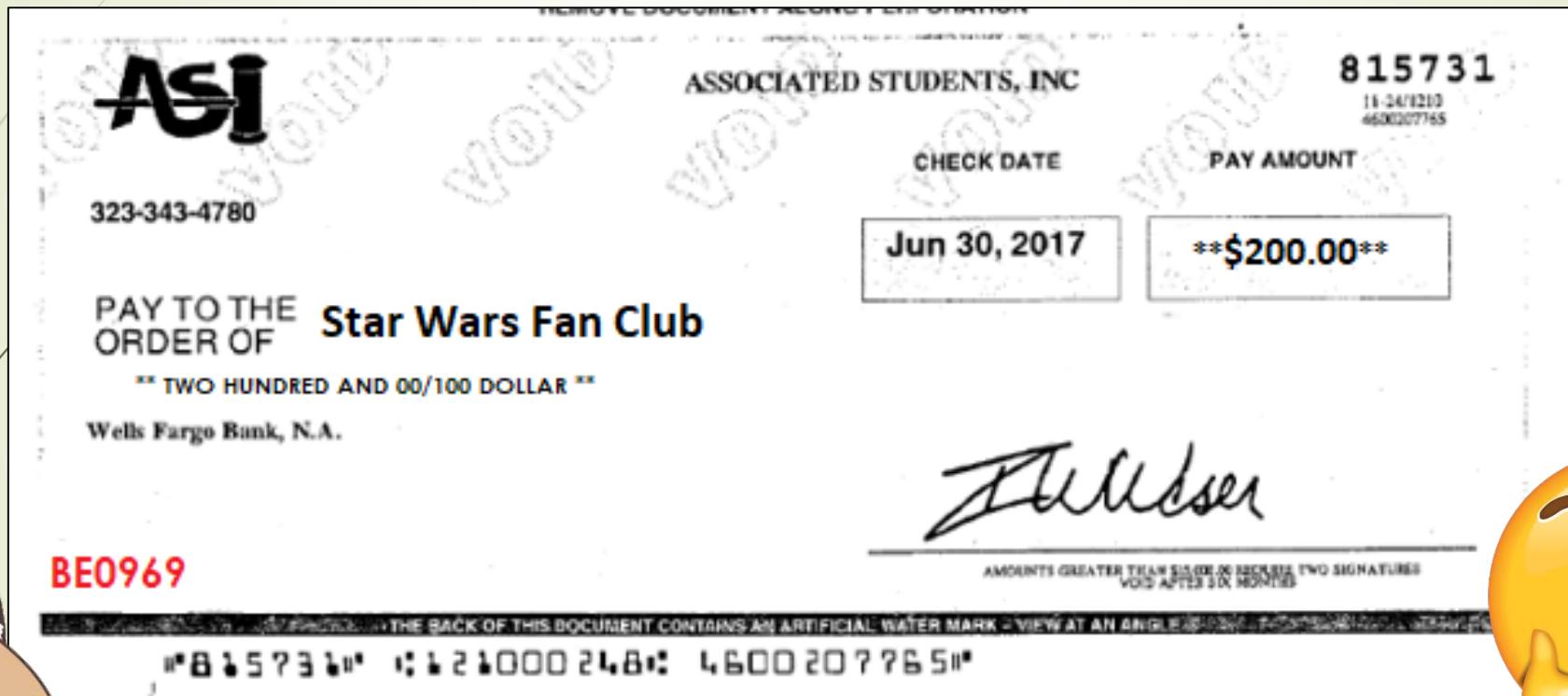


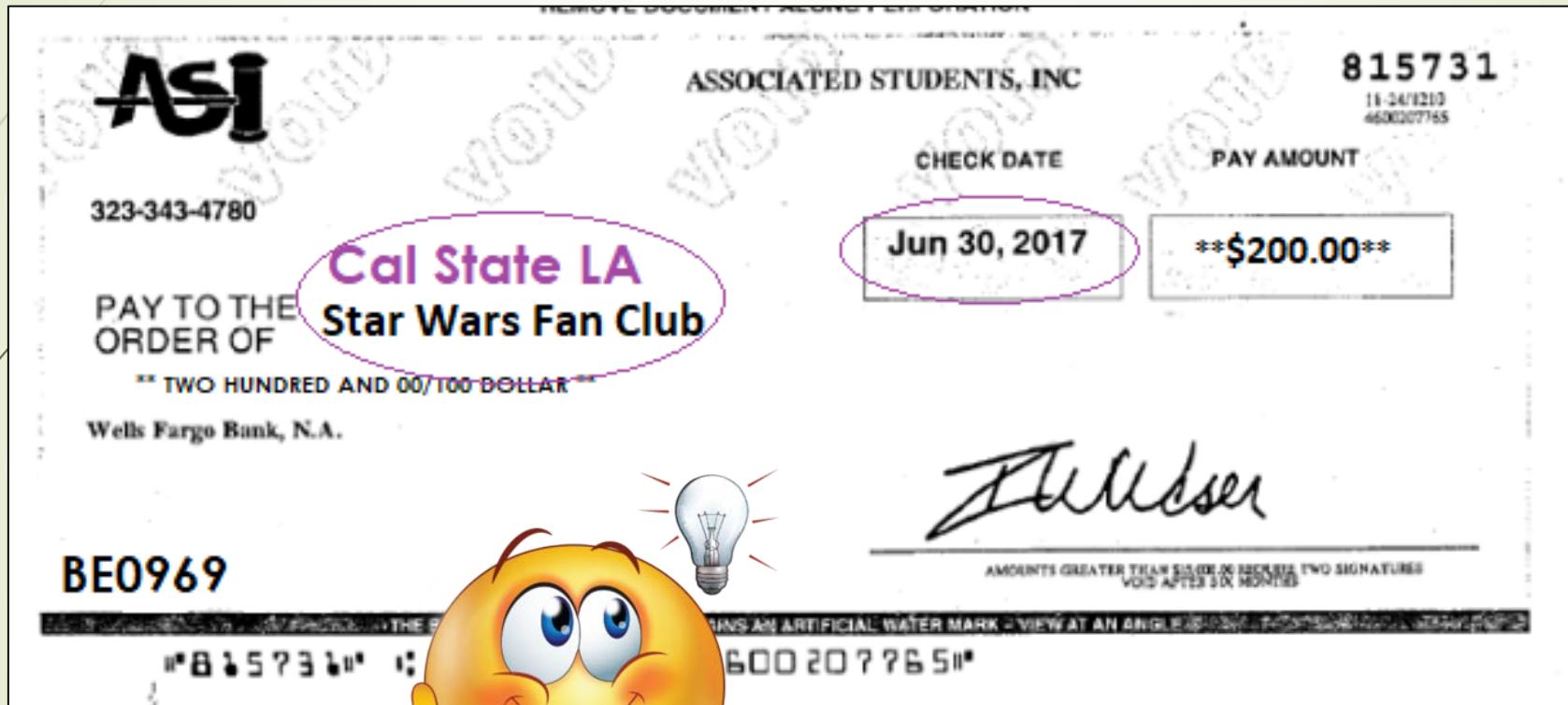
Check Requirements

- ▶ To be accepted for deposit, each check presented must be payable to **Cal State LA-Student Organization Name, Student Organization Name at Cal State LA, or University-Student Union-Student Organization Name**
- ▶ Be recently dated (no more than 180 days old)
- ▶ **Be legibly written in ink or typed**
- ▶ Have Federal Reserve routing codes printed as part of the Magnetic Ink Character Recognition Code (MICR)
- ▶ Checks bearing the legend “Payable/Paid in Full” are not accepted
- ▶ Checks drawn on foreign bank accounts are not accepted at face value

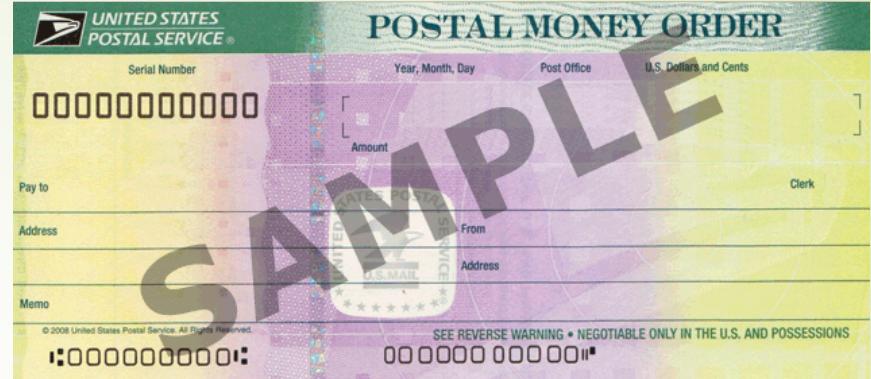


What's wrong with this picture?





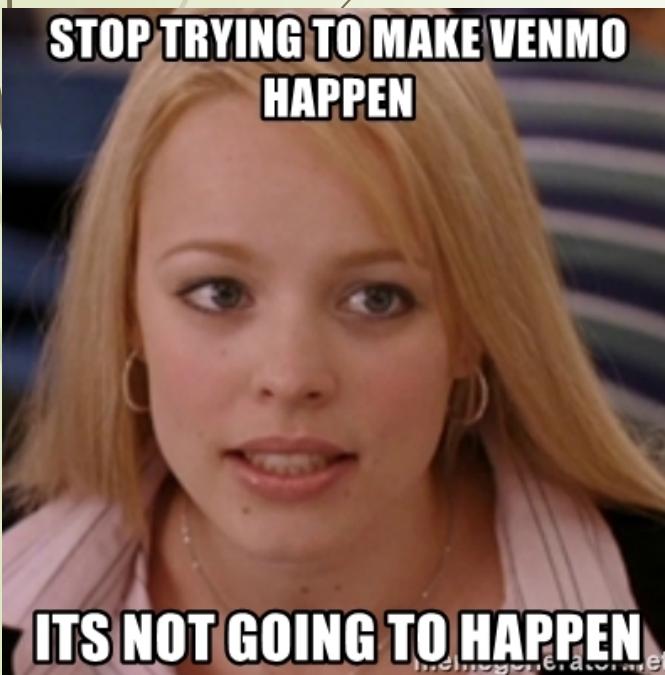
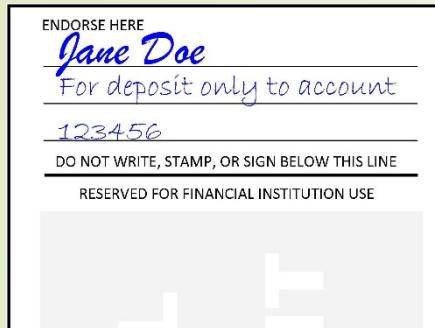
Cash or Cash Equivalents



- ▶ Only U.S. currency and coins, no foreign currencies
- ▶ Cash equivalents include checks, money orders
- ▶ In circumstances where it is not practical to process a receipt (e.g. club bake sales, ticket sales), other mitigating controls must be implemented, such as cash receipt log, sales log, pre-numbering of tickets, ticket inventory reconciliation, and ticket count reconciliations against cash collected
- ▶ Cash receipts should be reconciled and reviewed by someone other than the cash handler responsible for the collection
- ▶ Cash differences (overages and shortages) must be documented and reviewed



Receiving & Depositing Funds with U-SU



- ▶ Student clubs and organizations are accountable for collection and deposit of cash and checks received
- ▶ The cash receipt and **daily receiving log** must be signed by an authorized signor
- ▶ Upon receipt of a check, an authorized signor for the student club or organization shall endorse the back of the check.
- ▶ **At no time shall student clubs and organizations accept credit or debit cards, including online payment via Venmo, Square Cash, Zelle, etc.**
- ▶ Complete the "**U-SU Deposit Slip**"
- ▶ Deposits must be taken to the U-SU within **5 business days of receipt** or daily if accumulated cash is greater than \$300 or if total of checks is greater than \$2,000



Returned Check Processing



It is the student organization's responsibility to collect the fund (check amount and the NSF fee) from the payor



QUESTIONS?

- ▶ For more information on the policies covered today please contact/visit the Center for Student Involvement, at U-SU room 204.
- ▶ Policies are also found online in the Student Organization Handbook:

<http://www.calstatela.edu/studentservices/student-organization-handbook>

- ▶ For more information on the procedures and forms covered today please contact/visit the U-SU Business Office at U-SU room 306.
- ▶ Forms can be found online at the CSI website:

<https://www.calstatelusu.org/csi-forms>





THANK YOU