Treasurer Training
Fall 2013

Campus Activities
Why Offer Treasurers’ Training?

• We are/should be lifelong learners
• We become more effective and efficient with resources, programming, and policy compliance
• We can become more aware of resources and support from OCA
• We must be good stewards of money
Budget Resources

• $280,521,158 in Tuition and State Support for Academic Purposes

• $23,126,415 in General Fees for Out of Class Programs/Services
  – Approximately $500,000 allocated to Student Organizations (Annual, Spot, and Coke Funding)
Managing your money
  • Using Orgsync
  • Understanding Your Current Account and Budget

Spending your money
  • Payment Requests
  • Tax Exempt Status

Ways of getting More money
  • Fundraising
  • Student Budget Committee (SBC Funds)
  • Coca Cola (Coke Funds)

Rules about using your money
  • Budgeting
  • Cash Handling
  • Required Financial Consultations
  • Organization Travel
Using Orgsync

- www.orgsync.com
  - Login using your BGSU username and password
  - Requires Administrative access to the portal. Portal admins can give admin access to others.
Accessing your budget

- Hover over Treasury to reveal the Budgets and Revenue Funds icons
Revenue funds are raised by your group through fundraisers, dues, and donations. This money STAYS in your account from year to year unless you spend it.

SBC funds are allocated to the group at an annual hearing. During the year groups can apply for additional money with Spot and Coke funding. There are a few more restrictions on the use of SBC funds.

These funds are allocated for the current school year ONLY. Any money not spent is removed in June. In other words **spend it or lose it!**
## SBC Funds

- **What do the lines and headers mean?**
  - The section header (Toledo Conference) refers to a specific event/program that you submitted for funding from the SBC.
  - The line item(s) are specific aspects of an event/program.
  - Requested is the amount you asked for from the SBC and Approved is the amount you were granted from the SBC.

- **Examples**

  ### End of Year Banquet (Programming)
<table>
<thead>
<tr>
<th>No.</th>
<th>Line Item</th>
<th>Requested</th>
<th>Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Other - Awards</td>
<td>$100.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>2</td>
<td>Supplies - Misc. Supplies</td>
<td>$50.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

  ### Toledo Conference (Travel)
<table>
<thead>
<tr>
<th>No.</th>
<th>Line Item</th>
<th>Requested</th>
<th>Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Travel Expenses - gasoline</td>
<td>$50.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>2</td>
<td>Travel Expenses - hotel</td>
<td>$100.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
Revenue Funds

- These have a rolling balance of funds attached to a particular organization. Revenue Funds carry a running balance and are not constrained to budget periods.
**Status of Requests**

<table>
<thead>
<tr>
<th>Name</th>
<th>Submission Date</th>
<th>Status</th>
<th>Requested</th>
<th>Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Luncheon with Professionals Payment</td>
<td>7/19/11 2:03 pm</td>
<td>Approved</td>
<td>$650.00</td>
<td>$650.00</td>
</tr>
<tr>
<td>Luncheon with Professionals Payment</td>
<td>7/19/11 2:05 pm</td>
<td>Pending</td>
<td>$25.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Luncheon with Professionals Payment</td>
<td>7/19/11 2:06 pm</td>
<td>Deferred</td>
<td>$25.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Approved** - OCA has approved the request and payment is in process.

**Partial** - The request has not been submitted or requires additional information and will need to be resubmitted.

**Pending** – OCA has received the request and is awaiting confirmation to proceed (could be awaiting advisor permission or OCA staff consent).

**Deferred** – The request is being held for further information.

**Denied** - Any questions here?
Payment/Withdrawal Requests

- Under the correct header (Operations, Programming, or Travel) select the budget line that you would like to request money from
  - If you are only using revenue funds please create a withdrawal under the Revenue tab
  - If you are using revenue funds and SBC funds or are only using SBC funds you should place the request in the budget line for the event that you are spending money.

- Click the Request Payment Button
# New Withdrawal Request

**Instructions**

When creating a withdrawal request, give your request a name and select the type of payment. Complete the payment form, select Revenue Funds for the category, give your withdrawal request a name, and select a line item for the reason you are making the request.

<table>
<thead>
<tr>
<th>Withdrawal Name</th>
<th>Payment Type</th>
</tr>
</thead>
</table>

**Withdrawal Details**

<table>
<thead>
<tr>
<th>Category:</th>
<th>-- Select --</th>
</tr>
</thead>
</table>

**Line Item**

<table>
<thead>
<tr>
<th>No.</th>
<th>Description (optional)</th>
<th>Spend from Revenue Fund</th>
</tr>
</thead>
</table>

+ Add Line Item
Invoice/Contract Payment

Withdrawal Name

Payment Type

Invoice/Contract Payment

Select a Vendor

- Select -

Invoice/Contract Payment

This form is used to directly pay a company or individual, including staff and students for goods or a service provided. Each request must have an attached contract signed by both parties or an invoice. Your organization should use the contract template because the language can reduce risk for your organization. If you do not use the template, please have OCA staff review the contract before your advisor signs it.

Companies and individuals must be a vendor with the University. If they are not on the vendor list, please have them complete the Vendor form. Individuals not employed by BGSU will also need to complete the OPERS Independent Contractor form. Students are not required to be a vendor. Students providing a service will receive compensation less payroll taxes. Faculty and staff must be vendors and should complete the BGSU Employee Form. If vendors are not yet in the drop down menu, please select "Other" and fill in their information. It is the responsibility of the organizations to maintain all original documentation.

Name of Event/Program

*
On Campus Payment

This form is used to make a payment to a campus department or a transfer to another organization. Please upload a copy of the charges.

(example: Dining Contract, Stampers receipt, Event Planning Reservation, etc.)

PDF file format is preferred for uploaded attachments. It is the responsibility of the organizations to maintain all original documentation.

Reason for payment *
List event and other relevant information about the charge
Online Payment/Purchase

Name: [Payment Name]

Payment Type: Online Payment/Purchase

Online Payment/Purchase

This form is used to purchase items and make payment for the organization from an online source. Please upload a copy of your online cart, the webpage screenshot or other information to assist with the purchase. Pricing of items being purchased may change by the time all approvals are received and the order is placed. Shipping and handling charges may also be added and change the final cost for the organization.

PDF file format is preferred for uploaded attachments. It is the responsibility of the organizations to maintain all original documentation.

Reason for Payment/Purchase *

● Reimbursements can be used to pay back members that purchased a physical item on behalf of the organization.

● Student payments will be held in the Office of Campus Activities for the student being reimbursed to pick up (picture ID is required).

● Students receiving compensation for performing a service (DJ, website building, etc.) must be paid with an Invoice/Contract.
Payments Using *SBC Funds* and *Revenue Funds*

- Type the full amount of the invoice in the requested payment box/boxes

<table>
<thead>
<tr>
<th>No.</th>
<th>Line Item</th>
<th>Remaining Budget Fund</th>
<th>Request Budget Payment</th>
<th>Remaining Revenue Fund</th>
<th>Request Revenue Fund Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Travel Expenses - gas for 3-4 drivers per weekend, estimated 4 weekends</td>
<td>$0.00</td>
<td>0.00</td>
<td>$0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>2</td>
<td>Registration/Admission Fee - Tournament registration fee</td>
<td>$400.00</td>
<td>0.00</td>
<td>$0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Totals:**
- Remaining Budget Fund: $400.00
- Request Budget Payment: $0.00
- Remaining Revenue Fund: $0.00
- Request Revenue Fund Payment: $0.00

Will show available SBC funds
Will not show Revenue balance
Payment Requests

- The total payment request should equal the FULL amount needed for the invoice

- A document must be uploaded showing EXACTLY what was purchased, where it was purchased, and how much the purchase cost

- Examples include
  - Itemized receipts
  - Itemized invoices
  - Contracts
Payment Requests

- Write a comment if any additional instructions need to be provided such as “check must be given to vendor at event so please hold for pickup versus mailing”

- Make sure to click submit when the form is complete
Payment Requests

• A financial consultant will review your submission. If complete, the request will be processed.
  – Any expenses over $50 will be sent to the organization’s advisor for approval before payment is processed

• All submissions should be made in a timely manner so that payment can be processed within a 30-day window
Service Providers

• **ALL** service providers must be paid on a University check for their tax purposes
  – The payment to them is viewed as IRS income
  – University employees and students are processed by our office through payroll.

• **ALL** service providers must be registered as a vendor by completing the necessary forms

• **Do not** pay service providers out of pocket because we cannot reimburse you

• Service providers include, but limited to:
  – Disc Jockeys
  – Speakers
  – Judges
  – Umpires/Referees
An organization requesting a check for a vendor must verify that the vendor is already enrolled in the University's vendor system. If the vendor is not already in the University's system, a Vendor form must be completed and submitted. Staff members from the Office of Campus Activities are also available to assist you.

The form is on the Campus Activities “Managing Finances” web page and links to the purchasing website at [http://bgsu.edu/offices/purchasing/page49621.html](http://bgsu.edu/offices/purchasing/page49621.html)

Work with vendor to complete forms prior to signing a contract or holding your event.

- If the vendor is not already in the drop down table, select OTHER and fill in the information
BGSU accounts are tax-exempt and to enjoy that benefit:

1) Locate a copy of the Tax Exemption Certificate on the OCA website;

2) Bring certificate to the vendor at the time of the transaction; and

3) Some vendors will retain the certificate – some will simply want to see it and allow you to keep it.

Notes:
*Given this benefit, BGSU cannot reimburse individuals for sales tax paid – so please use the Certificate.*

Two possible exceptions to this rule include hotel taxes and sales tax when out of state.
Student Budget Committee (SBC) Funding

• **Annual Funding Hearings**
  – Apply for year-long SBC allocation (operating, travel, and programming dollars)
  – Only occur once per year in February
  – Check OCA Web pages for Important Dates
**Student Budget Committee (SBC) Funding**

- **Spot Funding Hearings**
  - Used to get new money
  - Hearings occur twice per month starting in September
  - Limit of $2,000 per hearing
  - Applications are available online at [http://www.bgsu.edu/offices/sa/getinvolved/page98430.html](http://www.bgsu.edu/offices/sa/getinvolved/page98430.html)
  - Applications are completed through OrgSync and organizations will be notified of a hearing time
**Student Budget Committee (SBC) Funding**

- **Budget Modifications**
  - Allows you to **change** what your already allocated line items can be spent on
  - Example, you are approved for $200 for travel to a conference in Chicago that gets cancelled so you need to move the $ to pay for a similar conference in New York
  - Applications are available online at [http://www.bgsu.edu/offices/sa/getinvolved/page98430.html](http://www.bgsu.edu/offices/sa/getinvolved/page98430.html)
  - Applications are completed through OrgSync
  - Organizations do not need to attend a hearing but may request a hearing with the SBC.
# Student Budget Committee (SBC) Hearings

Event must be on or after the date below *(two weeks following the hearing).*

Funding application submitted in OrgSync *(by 11:59pm. Friday)*

All reviewers: president, treasurer, and advisor *(have approved by 11:59 pm. Sunday)*

## Spot Funding Hearing Date

**Tuesday** *(Hearings begin at 5pm. You will be contacted with your time.)*

<table>
<thead>
<tr>
<th>Hearing Location</th>
<th>October 1</th>
<th>September 13</th>
<th>September 15</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 15</td>
<td>September 27</td>
<td>October 11</td>
<td>September 29</td>
</tr>
<tr>
<td>October 29</td>
<td>October 25</td>
<td>November 8</td>
<td>October 13</td>
</tr>
<tr>
<td>November 12</td>
<td>November 26</td>
<td>November 29</td>
<td>October 27</td>
</tr>
<tr>
<td>November 26</td>
<td>December 17</td>
<td>January 17</td>
<td>November 10</td>
</tr>
<tr>
<td>November 12</td>
<td>January 31</td>
<td>January 19</td>
<td>December 1</td>
</tr>
<tr>
<td>December 3</td>
<td>January 1</td>
<td>February 2</td>
<td>January 19</td>
</tr>
<tr>
<td>January 21</td>
<td>February 4</td>
<td>February 2</td>
<td>February 2</td>
</tr>
<tr>
<td>February 4</td>
<td>February 14</td>
<td>February 18</td>
<td>February 4</td>
</tr>
<tr>
<td>February 18</td>
<td>March 4</td>
<td>March 2</td>
<td>February 4</td>
</tr>
<tr>
<td>March 18</td>
<td>March 14</td>
<td>March 16</td>
<td>March 18</td>
</tr>
<tr>
<td>April 1</td>
<td>March 28</td>
<td>March 30</td>
<td>April 1</td>
</tr>
<tr>
<td>April 15</td>
<td>April 11</td>
<td>April 13</td>
<td>April 15</td>
</tr>
<tr>
<td>April 29</td>
<td>April 11</td>
<td>April 13</td>
<td>April 15</td>
</tr>
</tbody>
</table>
# SBC Annual Requests

<table>
<thead>
<tr>
<th>Submission &amp; Hearings</th>
<th>Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding Request Submission Due</td>
<td>February 2, 2014</td>
</tr>
<tr>
<td>SBC Hearing Appointment for Annual Funding</td>
<td>February 7, 8, 9, 2014</td>
</tr>
<tr>
<td>SBC Hearing Appointment for Annual Funding</td>
<td>February 21, 22, 23, 2014</td>
</tr>
</tbody>
</table>
QUALIFICATIONS:

• The event will be held on or near campus.
• The event must be open to the general student population.
• Organization may receive up to $2,000 in funds or $1,000 in product during the academic year.
• Coca-Cola funds cannot be the sole source of funding for an event.
• Coca-Cola must appear as a recognized sponsor on all promotional materials for the event. Coca-Cola banners are available in the Office of Campus Activities. OCA can also provide electronic Coca-Cola logos for printed materials.
Applying for Coke Funding/Product

1. Complete a Coca-Cola Marketing Funds & Product Request Form found online at http://www.bgsu.edu/offices/sa/getinvolved/page98430.html

2. Submit the through OrgSync-same dates as Spot.

3. The request will be reviewed by SBC at its next hearing – same dates as Spot.

4. Your organization will be notified of the decision.

5. If approved for product, your organization will receive an email on how and when to pick-up the product from a campus warehouse.
Financial Accounting Tips

- Forecast all expenses anticipated for the academic year (July 1 to June 30)
  - Review transactions and budgets from prior years
  - Talk to the people planning events
  - Get estimates from service providers / vendors
- Identify possible revenue sources
  - Membership dues
  - Fundraisers
- Decide which type of funding to use for each activity/purchase
- Prioritize events and needs if expenses exceed revenue
Financial Accounting Tips

• Think ahead concerning year-end balance
  – Total revenue minus expenses should not equal a negative number

• Regularly review the budget throughout the year
  – Continue thinking about ways to increase revenue and/or decrease expenses
  – Track your budget like a checkbook to know actual revenue and expenses

• An updated annual budget is required when requesting annual/spot SBC funds
## Sample Budget

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Budgeted</th>
<th>Actual transactions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Org. Funds</td>
<td>SBC Funds</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Org. Funds</td>
<td>SBC Funds</td>
</tr>
<tr>
<td></td>
<td>Remaining Balances:</td>
<td>$462.87</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$774.43</td>
<td>$21.73</td>
</tr>
<tr>
<td>7/1/2009</td>
<td>Starting Balance</td>
<td>+$362.87</td>
<td>+$362.87</td>
</tr>
<tr>
<td>7/1/2009</td>
<td>Student Budget Committee Allocation</td>
<td>+$600.00</td>
<td>+$600.00</td>
</tr>
<tr>
<td>8/23/2009</td>
<td>Fall Retreat</td>
<td>-$300.00</td>
<td>-$200.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>-$289.00</td>
<td>-$178.27</td>
</tr>
<tr>
<td>9/8/2009</td>
<td>Campus Fest</td>
<td>-$50.00</td>
<td>-$100.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>-$39.00</td>
<td>-$100.00</td>
</tr>
<tr>
<td></td>
<td>Thanksgiving Fundraiser</td>
<td>+$100.00</td>
<td>+$110.00</td>
</tr>
<tr>
<td>12/12/2009</td>
<td>Banquet</td>
<td>-$650.00</td>
<td>-$300.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>-$430.00</td>
<td>-$300.00</td>
</tr>
<tr>
<td>2/20/2010</td>
<td>President’s Day Fundraiser</td>
<td>+$1,000.00</td>
<td>+$1,059.56</td>
</tr>
</tbody>
</table>
Handling Cash

- **Cash Handling Tips – Protect Yourself/Org.**
  - For events where admission is charged, record number of attendees and the amount of money received.
  - When the organization sales items, record amount of product sold and the amount of money received.
  - When collecting dues, include itemized statement of people charged and the amount as well as the amount of money received.
  - Have two members count, confirm and sign off on the totals.
  - Deposit all cash and checks into your organization’s on-campus account.

**Do NOT** deposit fund in a personal account or conduct organization business in cash or through a personal bank account.
Depositing Funds

- Funds can be deposited at the Bursar’s Office from 8am-5pm, Mon-Fri
  - Get a receipt from the Bursar’s Office for your transaction.
  - Create a deposit in your revenue funds in OrgSync and upload the receipt

– If you need to deposit money outside these hours, you can secure the money at the Information Desk in the Student Union.
  - A staff member from OCA will collect the deposit the next morning and deliver it to the Bursar’s Office.

– In either situation, please ensure you provide your organization’s fund and program code information.
OCA Equipment

To help your organization manage financial transactions, OCA provides:

- Point of Sales Machine
  - Check-out per event basis and return
  - Allows for purchases via credit card (MasterCard and Visa) and BG Bucks

- Reserve online at
  [http://www.bgsu.edu/offices/sa/getinvolved/page98430.html](http://www.bgsu.edu/offices/sa/getinvolved/page98430.html)
Financial Consultations

• You will meet with your Financial Consultant based funding level as set by the SBC

• Meetings provide an opportunity to reconcile your University account, ask questions, and learn about other funding options

• Meetings help to ensure funds are being used appropriately

• Financial Consultation Evaluation
  – Completed after each meeting to track your organization’s financial management success and identify areas for improvement

• Funds are immediately frozen if an appointment is missed or necessary paperwork is not received
# Financial Consultations

## Annual Funding

<table>
<thead>
<tr>
<th>SBC Funding Level</th>
<th>Consultation Schedule</th>
<th>Meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to $999</td>
<td>Once per semester</td>
<td>October &amp; March</td>
</tr>
<tr>
<td>$1,000 to $4,999</td>
<td>Every other month</td>
<td>Sept. &amp; Nov. Feb. &amp; April</td>
</tr>
<tr>
<td>Over $5,000</td>
<td>Monthly</td>
<td>September through April</td>
</tr>
</tbody>
</table>

- Your consultant will contact you to establish a meeting schedule
- Please follow-up with OCA if you do not hear from your consultant by mid-September
Financial Consultations
Spot/Coke Funding

• If you need assistance contact an OCA Financial Consultant immediately following notification of approved funds

• A consultant will meet with you and explain how to access and spend the funds
Importance of branding/logos
Brand/Logo/Graphic Standards

- The Old Falcon has been retired from use.

- The Peak-a-boo Falcon is overseen by Athletics. Approval for use must be obtained directly from Athletics.

- Regulations for usage are online at http://www.bgsu.edu/offices/mc/gsm/
Travel Registration

• When traveling, remember that you represent your organization and the University
• Travel registration is required for all trips beyond 35 miles from BG or outside the State of Ohio
• A trip coordinator must be trained at the start of the semester
• The trip must be completely registered with OCA 2 weeks prior to departure
• If the University pays for travel expenses and the group fails to register per the Travel Policy, reimbursement will be required
Moving Forward...

• Review the *Financial Management for Student Organizations Manual*

• Meet with your organization’s advisor and other leaders (especially the previous treasurer)

• Understand the current financial situation of your organization:
  – How much money do you have?
  – What events are you currently planning?
  – Do you have the funds to support these events?
  – Do you have an up-to-date budget?
  – What fundraising events do you have planned?
  – Are you eligible to receive Spot SBC or Coca-Cola funding?
Forms, Policies, and Information (Oh My)

Office of Campus Activities
www.bgsu.edu/getinvolved

- Student Organizations
- Managing Finances
- Requesting Funding

419-372-2343
involved@bgsu.edu