

BUSINESS OFFICE FOR STUDENT ORGANIZATIONS

**FINANCIAL WORKSHOP
2009-2010**

Presented by:

Norma McGinnis, Fiscal Administrator

Purpose

- Providing accounting and business services.
- Providing uniformity in accounting records and procedures.
- Providing procedures for proper accounting of funds.
- Establishing continuity between business officers and their successors.
- Providing auditing services.
- Assisting organization officers in keeping their activities on a sound business basis.
- Assisting and educating officers on financial planning and financial responsibilities.

Signature Cards

- Pick up in BOSO/SCHL 213 complete and return in 5 days.
- Signature Cards require the signature of the President, Treasurer and Advisor.
- Approvals for Check Requests, EPF's and TPF's cannot be given until signature card is returned.

Signature card.doc - Microsoft Word

File Edit View Insert Format Tools Table Window Help

Type a question for help

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CAR #: _____

Organization: _____ Account # _____

Advisor:

Print Name	Campus Address	Phone Number
Signature	E-Mail address	Date

Treasurer:

Print Name	Local Address	Zip Code	Phone Number
Signature	E-Mail address	Office Expires	Date

President:

Print Name	Local Address	Zip Code	Phone Number
Signature	E-Mail address	Office Expires	Date

Organization Campus Mailbox Address: _____ Phone Number _____

SEE REVERSE SIDE FOR TERMS AND CONDITIONS OF THIS ACCOUNT

Complete this card and return to BOSO, Schleman, Rm. 213 within 5 days of receipt to activate the club account.

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Event Planning Forms

- Fundraisers (i.e. t-shirt sales, etc.)
- Meetings; Conferences; Callouts; Events with guest speakers
- Expenditures over \$50.00 (i.e. small/large group meetings, dinners, etc.)
- Equipment & office supply purchases do NOT require an EPF.

EPFform.doc - Microsoft Word

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1 2 3 4 5 6 7

EVENT PLANNING FORM

Complete this form for preliminary authorization to the Student Activities and Organizations staff in Schleman Hall 250, phone 494-1231. Hours: 9-5 Monday through Friday. The minimum time we need before your event is two weeks. Complete a Travel Planning Form instead of this form if your organization is travelling off campus. A certificate of insurance covering an event may be required from any student organization. Hold harmless agreements may also be required from event participants, and it is the student organization's responsibility to acquire and maintain these agreements. Your cooperation with the University's publicity posting policy is essential!

Charity Information	Basic Information
Is this activity for charitable purposes (a philanthropy or foundation)? <input type="checkbox"/> yes <input type="checkbox"/> no	Day(s) and date(s) of event: _____ Name of Event: _____
If yes, please give the exact name(s) of the charity(ies): _____ _____	Student organization(s) sponsoring the event: _____
	Today's date: _____ Describe event, please, in a few words: _____
	Start time: _____ a.m. or p.m. End time: _____ a.m. or p.m.
	Location: _____ Is location reserved? <input type="checkbox"/> yes <input type="checkbox"/> no
	Is there an outside speaker? <input type="checkbox"/> yes <input type="checkbox"/> no Speaker's name: _____
	Who may attend? <input type="checkbox"/> all public <input type="checkbox"/> everyone on campus <input type="checkbox"/> members only Estimated attendance: _____
Students with Disabilities	
Are you requesting assistance with the provision of services or auxiliary aids for participants with disabilities? <input type="checkbox"/> yes <input type="checkbox"/> no	
If yes, on a separate page describe the requested auxiliary aids and services and provide the name of each student for whom they are requested.	
Personnel (At any event the careful management of risk by student organization officers is expected)	
Who is in charge of event? _____ title: _____ phone: _____	
Name	Address (please include box number)
President: _____	Treasurer: _____
Treasurer: _____	Advisor: _____
Advisor: _____	Student Organization URL: _____
Financial Information	
Income	Expenses
Are you collecting money? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, estimate amount:	Will you have expenses? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, estimate your costs:
Tickets \$_____ per person x _____ people = \$_____	Contractual expenses (speaker, rental, band, facilities, etc) = \$_____
Merchandise \$_____ per item x _____ items = \$_____	Supplies = \$_____
Food/Refreshment/Equipment = \$_____	Food/Refreshment/Equipment = \$_____
Other income (be specific) _____ = \$_____	Other (be specific) _____ = \$_____
Total Projected Income = \$_____	Total Projected Expenses = \$_____
Any agreement you plan to sign must be submitted to the Business Office for Student Organizations for approval well before the date of the event.	
For Staff members' use:	

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9:55 AM

Travel Planning Forms

- Required any time you leave the Lafayette or West Lafayette area.
- Available at Office of the Dean of Students, SCHL Hall, Room 250.
- Retroactive forms may be denied by Office of Dean of Students.
- <http://www.purdue.edu/odos/sao/forms/forms.htm>

Travel Planning Form

Date Submitted: _____
 Student Organization: _____
 Account Number: _____
 Who is submitting this form:
 Name: _____
 Phone: _____
 Email: _____

Please submit in place of an Odos Planning Form to Student Activities and Organizations, Office of the Dean of Students, Schlemmer Hall Room 250. This needs to be done at least two weeks before departure date. International travel requires more time and additional approvals.

Basic Information
 Departure date _____ Time _____ am/pm. Return date _____ Time _____ am/pm.
 Destination _____ Purpose of Travel _____ Floor _____
 Is this in charge of later trip? _____

If travel is by privately-owned vehicle, give driver's name _____ Floor _____
 When traveling by privately-owned vehicles, the driver's insurance coverage is the primary coverage and each driver and owner should carry at least \$100,000 liability coverage. When traveling in a non-University-owned rental vehicle, the driver's coverage is the primary coverage if the rental agency does not provide liability coverage. Therefore, the organization is encouraged to use a rental agency that does provide primary liability coverage. If the agency does not provide this coverage, each driver and owner is responsible to ensure that they have at least \$100,000 in liability coverage. The University does not provide coverage for liability or physical damage for private or rental vehicles used by student organizations. No student organization funds may be used to purchase additional coverage or pay deductibles related to alcohol (beer/wine, etc.).

Mode of Transportation and Estimated Expenses from Student Organization Funds

a. University Vehicle yes no—Estimated cost: (Transportation items must be attached) _____
 b. Rental Vehicle yes no—Estimated cost: _____
 c. Private Vehicle yes no—Est. cost: _____ miles @ _____ (gas to exceed .40) per mile w/ _____ cost/s
 d. Plane fare yes no \$ _____ per traveler with _____ traveler(s)
 e. Registration fees \$ _____ per person with _____ person(s)
 f. Lodging costs \$/day _____ (number of rooms _____) (number of days _____)
 g. Mileage (may not exceed \$12 per day per person for in-state travel; \$12 per day per person, out-of-state travel)
 Rate _____ (number of travelers _____) (number of days _____)
 h. Miscellaneous costs (i.e., parking, tolls, laundry, food receipts, etc.) _____

Total Estimated Expenses \$ _____

Estimated Income Related to this Travel

a. Estimated income from travel \$ _____ per person with _____ person(s)
 b. Other income sources (list) _____

Total Estimated Income \$ _____

ESTIMATED COST TO STUDENT ORGANIZATION (the difference between expenses and income) \$ _____

Travelers and Collaborators on Account
 List each person traveling. Indicate those who may be reimbursed for their expenses. Please use additional sheet if needed.

Number	Name	Type of Relationship	Account
1			
2			
3			
4			
5			

Organizational Information

Name of staff member(s) accompanying travelers _____ Floor _____
 Address where students may be reached _____ Floor _____
 Any other emergency contact information _____

Approval
 Treasurer, president, and advisor's signatures must be on form before ODOS and OSO will sign.

Signature	Date	Signature	Date
Treasurer			
President			
Advisor			

Office of the Dean of Students/SCHL 250
 Student Activities and Organizations/SCHL 250

Deposits

- Backup documentation
 - Record of Dues Collected
 - Participant Roster
 - Ticket Sales Report
 - Merchandise Report

 - Correct Income Code
 - No Two Party Checks

 - Deposit cash/checks promptly (within 30 days)

Donations Received

- Process for accepting donations of \$100.00 or more to the student organization.
 - Bring the checks to BOSO to copy.
 - BOSO will submit a copy of the check to the University Development Office for tax credit.
 - Checks deposited without submitting to BOSO will not receive tax credit.

Check Request Documentation & Signatures Required

- Itemized Receipts
- Approved Contracts
- Itemized Invoice
- Personal reimbursements require the signature of the individual requesting the reimbursement
- Correct Expense Code
- Authorized Signatures (President, Treasurer or Advisor)
- Officer reimbursements must be approved by the two remaining officers.

Check request.doc - Microsoft Word

File Edit View Insert Format Tools Table Window Help

Type a question for help

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REQUEST FOR CHECK FROM STUDENT ORGANIZATION FUNDS

All original receipts or invoices related to this expenditure must be attached to this form and given to the treasurer in order to process payment or reimbursement. All information and signatures are necessary to appear on disbursement.

PAY TO:

Vendor Name: John P. Smith

Account Number: SCHLEISER WALL OF INDUSTRY SERVICES

City and State: WEST LAHAVIETTE IN 47007

Name of Event/Activity: FINANCIAL WORKSHOP Date of Event/Activity: SEPT 1, 2007

Please explain how this expenditure supports the event/activity?

This certificate has only valid to be completed if an individual is requesting reimbursement. I certify the above information is correct and the attached receipts or invoices represent legitimate expenses incurred solely for the benefit of the student organization.

FOR TREASURER'S USE: CLASS OFFICER CLUB 1950

PLEASE MARK ONE OPTION:

Mail for pickup Mail check back to treasurer via campus mail Mail check to Vendor/Payee

Invoice Customer Number	Description of Expenses	Expense Code	Amount
	OFFICE SUPPLIES	854	139.54

SAMPLE

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Contracts

- Following are examples of contracts which are to be signed by the vendor, President, Treasurer, Advisor and BOSO prior to the event.
 - Service Contracts (i.e. speakers, DJ's instructors, judges, etc.) *as shown*
 - Fundraising Contracts
 - Rental contracts (i.e. banquets, rooms, etc.)
 - Band contracts

SERVICE CONTRACT

This contract for the services described below, is made this _____ day of _____, _____ between the undersigned Student Organization and _____
PAYEE

The Student Organization _____ agrees to remit payment to the payee within five working days from the date of the event or activity and mailed to the address provided below.

1) Description of Service _____
2) Name of Event or Activity _____
3) Location/Address of Activity _____
4) Date and Hours of Service _____
5) Wage/Payment Agreed Upon _____
6) Other Provisions _____

ALL PAYMENTS FOR SERVICES WILL BE MADE AFTER SERVICES HAVE BEEN RENDERED/PERFORMED.

NAME OF STUDENT ORGANIZATION	PAYEE	PRINTED
TREASURER SIGNATURE	DATE	PAYEE'S SIGNATURE DATE
PRESIDENT SIGNATURE	DATE	TAX ID NUMBER (SS # OR FED ID#)

Page 1 Sec 1 1/1 At 2.9" Ln 13 Col 1 REC TRK EXT OVR

Un-cashed Checks

- Indiana Law requires un-cashed checks to be treated as “unclaimed property.”
- Checks not cashed after 2 years are sent to the State of Indiana “Unclaimed Property Account.”
- www.in.gov/attorneygeneral/ucp/

Security Measures

Indiana Code 4-1-10, Release of Social Security Number

- Do not collect Social Security numbers of your members.
- Do not photo copy members checks or checks for merchandise sales.
- Do not collect Social Security numbers on National Application for Dues.
- Do not store Social Security numbers on your computers, zip disks, CD's, etc.

Indiana Sale Tax

- Exempt Purchases
 - Fundraisers (merchandise sold for profit). Exempt from vendor, but the sales tax is paid on the retail sales amount deposited into the club account.
 - Equipment purchased to be retained by the organization (computers, furniture, etc.). No sales tax paid.
- Non Exempt Purchases-Tax paid at purchase.
 - Prepared foods (pizza, banquets, etc.)
 - Clothing/Merchandise purchased to sell to members at cost.
 - Give away items (t-shirts, pens, etc.)

Gifts and Charitable Contributions

- The maximum dollar amount of \$100 per item; maximum \$100 per person, per year; is the allowable total value of the gift.
- Cash, cash equivalent or gift certificates or gift cards **cannot** be given as gifts. Student organization funds may not be used for gift card, certificates or cash gifts.
- The organization may donate up to \$100.00 to agencies recognized by the IRS as a 501(c)3 non-profit, unless restricted by a third party.
- Additional funds may be given from Membership Dues or from a specific collection from it's members for that purpose.

Additional Information

- Forms
<http://www.purdue.edu/uco/BOSO/forms.htm>
- Financial Procedures Manual
<http://www.purdue.edu/uco/BOSO/manual.htm#intro>
- Directory
http://www.purdue.edu/uco/Quick_Links/staffDirectory.htm
- Unclaimed Property
<http://www.in.gov/attorneygeneral/ucp/>