



# Finance Handbook

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TREASURER- UB STUDENT ASSOCIATION

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## Section 1: General Information

### Terms

The first step in successfully managing your budget is being able to understand the financial terms used throughout the process.

**Advance:** An advance is a check drawn prior to receipt of goods/services. Advances are used often for situations in which a vendor will not accept a P.O. number. In the case of performers, advances should only be processed for those over \$1000 and should never be mailed out prior to the event. The check should be given to the performer only after their services have been provided (e.g. at the event but after the DJ's services are finished). When thinking about an advance, it may be easier to do a reimbursement or use another vendor.

**Budget:** The amount of money set aside in SA's accounts and records specifically for one club's use.

**Donations:** Money is considered a donation when the money is given to a club and nothing is received in return. Any donation must have an SA donation agreement form and the SBI donation verification form and be brought to the Ticket Office for verification. Donations turned into SA are not tax deductible this is spelled out on the donation agreement they sign. If they want to claim it on their taxes there is a process through the SBI Corporate office; to learn about this process please go to 341 Student Union.

**Encumber:** In government financial functions, an encumbrance system must be used. The encumbrance system verifies that the money is available before the actual purchase is made, much like a certified check. All payments (reimbursements, deposits, or direct bills) need to be pre-encumbered (or requested beforehand) or they may not be paid by the SA accounts. Once an amount is encumbered, the amount is put on hold (at the time the encumbrance is put into SAFE) in the club's account. (For example, if a club has \$100 and they put a request in for \$75, their remaining balance will be \$25. The club will be unable to make a request for more than \$25.) If a club requests more money than they spend, the amount will be returned to the club account after the check prints. You must pre-encumber (enter a request for funds) before an event. This is done online through the SAFE system (<https://safe.sa.buffalo.edu>). This process is not completed until the request has been signed off on by all necessary parties and the purchase order is received. You must pre-encumber before you spend any money. SA will not pay for anything that does not have approval first. Money can only be spent once the status of the request states "PO Received".

**Expenditure:** Any money spent from the club's budget through the encumbrance process. All expenditures are processed as a request through the SAFE and KVS systems. If approved, the request will become an approved Purchase Order; once documentation is turned in the Purchase Order will be processed into a check.

**General Ledger:** The ledger is available online through the SA website. Every club and department has its own page(s) for each line it has. The ledger shows how much money a club/department started off with and any changes that happen throughout the year including expenses, fundraising, co-sponsorships, etc.

**Net Profit:** Net profit is used when a club wants to use a fundraising event to donate funds to a not-for-profit organization. It is calculated by subtracting the total expenses from total revenue of the event, thus showing what has been earned (or lost) in a given period.

**Purchase Orders (PO):** It is a final approval for a club's request. A PO is essentially an I.O.U. given to a business. They are guarantees for payment generated by our disbursing agent Sub-Board I for

the requested items within the requested amount to the requested vendor. Each Purchase Order (P.O.) has a P.O. #. This number is then used for purchases in place of payment at the time of the purchase. All transactions, whether they are directly through P.O.'s, advances, or reimbursements have P.O. numbers. However not all businesses or vendors will accept a PO, so keep that in mind when requesting funds. If the vendor is not a preferred vendor (not in the drop-down box) then it is prudent to check whether or not they accept purchase orders.

**Receipts/Invoice:** Every transaction needs proper financial documentation for proof of purchase and the receipt of goods or services provided. Receipts tend to be provided when you purchase goods while in a store and are generated by the register. Paper receipts will also be given to the club for money deposited in the SA Finance Department. Invoices generally are provided when you purchase a good or service from a vendor not while in their store. Invoices are an itemized bill showing the details of the purchase.

Invoices and receipts need specific information on them for the invoice to be acceptable. Receipts should be original and should at minimum include: Detailed description of purchase (vendor name/information, itemized purchase, date of transaction, etc) and show the transaction was completed (paid) as well as what payment method was used.

**\*\*Only vendor specific, itemized receipts/invoices are accepted\*\***

**Essentially, vendor specific itemized receipts/invoices include the vendor name printed or stamped (not handwritten or a business card stapled to) on the receipt/invoice. They should also break down the purchase item-by-item. In other words, instead of listing only the total cost, it lists every item purchased and their corresponding price. Make sure you always ask for an itemized receipt, especially from many small, family-owned, local establishments. Original receipts only, copies will not be accepted.**

This means you will **NOT** be reimbursed and/or payment to a vendor will not be processed if you do not provide a vendor specific itemized receipt/invoice.

**Reimbursement:** A reimbursement is refunding an individual when money needs to be spent by the individual out of their own pockets. Just like any other expense, prior approval is required. Prior approval is approval through the same encumbrance process as any other purchase, **verbal approval does not satisfy this**, a PO will be issued in the individual's name like any other purchase to show approval.

The Student Association is a tax exempt organization, therefore New York State sales tax will not be reimbursed. In order to avoid being charged NYS Tax for club purchases in the first place, you may obtain a tax exempt form from the SBI Corporate office (341 SU) prior to your purchase.

**Revenue:** New money that comes into a clubs account from an outside source. This can be money collected through ticket/event sales through the SBI Ticket Office, donations, or bake sale money deposited through the SA Finance Department. There are special account numbers for each type of money coming in. Example of account numbers (revenue 0103, a/r 0203, returns 0402)

**Tax Exempt:** Generally is the removal of taxation of goods and services. Since the Student Association is a New York State tax-exempt organization we must exclude all NYS sale tax.

## Concepts

### Management of Club's Funds

All recognized clubs of the Student Association are assigned a unique account number. All of your club's money must be deposited and stored within the Student Association accounts. Any money received must be brought to the Student Association Finance Department (350 Student Union) or SBI Ticket Office (221 Student Union).

### Purchasing Work Process

1. Go into SAFE and enter the request for the goods/service (explained later in this document).
2. It will say "Newly Received" when you submit it.
3. Wait for "Newly Received" to change to "PO Received" (allow 5-7 business days). During that time, the following must happen:
  - a. SA bookkeepers transfer information from SAFE into KVS (accounting software).
    - i. Status changes to "Ready for Treasurer Signature" in SAFE. This means that it is ready for SA Treasurer *not* club Treasurer.
  - b. SA Pro-staff reviews and approves
  - c. SA Treasurer reviews and approves
  - d. Student Life reviews and approves
  - e. Sub Board releases the PO
  - f. Sub Board generates PO number and prints paperwork
  - g. Sub Board sends paperwork to SA
  - h. SA gives final approval (Pres or VP)
  - i. SA bookkeepers change status to "PO Received" in SAFE
  - j. Club may move forward and purchase the item, unless the vendor is among a select few such as Amazon or Red Roof (see later for complete list).

### Rollover:

Rollover is fundraised money that is left over from the previous fiscal year that may be added to the clubs account the following fiscal year, pending requirements are met. Note that rollover from the previous year does not count as fundraised money for the current year.

Rollover is calculated based on the remaining final balance in a clubs account and the total amount fundraised at the end of the fiscal year.

A club will receive rollover if they complete the following criteria:

- Satisfied club requirements for the preceding school year (2/2/2/2)
- Fundraised a minimum of 50% of their starting budget (the starting budget excludes the rollover from previous years). This percentage can be reduced through completion of SA Participation, club events, and community service on top of the minimum 2/2/2/2 limits, where each additional event (up to 3 per category) takes 3% off of the required initial 50%.
- Clubs that miss a 2-2-2-2 requirement in either semester, but make it up to have a sum total of 4-4-4-4 for the year, and fundraise 50% of their budget, are eligible for 50% of their rollover. However, it is at your clubs best interest to meet the 2-2-2-2 requirements each semester to receive 100% of your rollover.

\*\*Note that Rollover is calculated based on the prior year's track sheets, so it crucial to accurately complete monthly track sheets in order to ensure that events and activities are properly documented. Edits long after the initial submission will not be accepted.

## **Cash**

- Any and all money you fundraise in the name of a club or with club resources goes into your budget. Any cash earned at a fundraiser or event must be deposited at the SBI Ticket Office or the Student Association Finance Department. The only money that can be accepted at the SA Finance Department are donations, money collected from a bake sale, and exceptions given in writing by the SBI Ticket Office.
  - Clubs are not allowed to keep petty cash accounts or any money outside of their SA Club Budget. Money must be turned in within 2 business days of a fundraiser.

## **Keeping track of your club's account balance**

All records of each Student Association organization budget can be found on the Student Association website under general ledger. Go to <http://www.sa.buffalo.edu/> then click on the tab labeled "SA Departments" and then follow that to "SA Finance". Next, click on the button/tab that says "General Ledger". The general ledger contain all the transactions by department. It takes time for the general ledger to accurately reflect any changes. The Treasurer for each club should also keep track of expenses independently in order to have the most up-to-date information as well as ensure there are no discrepancies with the general ledger.

## **Budget Hearings**

All Student Association organizations recognized with a budget must, by the second Friday in February, submit a written line item budget request for the following fiscal year to the treasurer of the Student Association.

Further information will be sent out to the clubs in the beginning of the spring semester.

## **Rental Equipment**

SA Production offers free rental equipment for use during club events. Club E-board members must submit a rental request form, located on the SA website, preferably two weeks before the event date. Confirmation of equipment will be sent from the Technical Director or Production Manager. Rentals will be given on a first come first serve basis.

Equipment can be picked up on the day of the event, or on Friday for those events on Saturday/Sunday, after 1pm from the receptionist desk in SU 350.

All equipment rented must be returned by 12pm the day following checkout to the receptionist desk in SU 350. Equipment checked out on Friday must be returned by Monday at 12pm.

### Late Returns Consequences

If equipment is returned after 12pm on the due date, the following consequences will occur:

1st occurrence of lateness:

- Club will receive a warning and club budget will be frozen until the equipment is returned.

2<sup>nd</sup> and beyond occurrences of lateness:

- Club will receive a \$75 fine for everyday it is not returned.

A large number of late returns may result in the clubs ineligibility of the use of production equipment.

When checking out equipment, please verify condition of each piece of equipment with the SA staff member processing the equipment. Clubs are responsible for everything that comes with each rental, including equipment, cables, stands, etc. At the time of return condition of equipment will again be checked by an SA staff member and the club will be made aware of this condition report.

If equipment is returned damaged, broken, or missing any parts, the club will be financially responsible for the cost of each item broken/missing.

## Section 2: How to?

### How do I read the general ledger?

On the top of the page is the name of the line (club or departments name) preceded by the club or department's account number.

Requisition Title:	This is the descriptor given in the request for funds that appears as the main identifier.
Description:	Breakdown of purchases from description mention on SAFE.
Transaction Date:	The date that the request was filled out on SAFE.
Budget Adjustment:	Change to the balance of a club account including fundraising, co-sponsorships, fines, or basically any monetary changes that are not processed by a check.
PO#:	This is the Purchase Order number. (This number is what you give to the vendor unless they need a copy of the actual PO)
Amount:	The amount that the transfer / encumbrance was entered for.
Balance:	The amount of money that is left in the budget after taking into account Budget Adjustments, Encumbrances and Expenses.

### How to Request for Funds

**In accordance with the State University of New York Fiscal and Accounting Procedure for Mandatory Student Activity Fee Programs, we, the Student Association, have set up and use an encumbrance approval system. In accordance with this system all transactions must have prior approval by the SA President and Treasurer and Campus Designee before any money is spent.**

### Where do I log in to SAFE?

<https://safe.sa.buffalo.edu/secure/Login.aspx>

### How do I complete this form?

**Title:** This is the descriptor for the request you are putting in. Don't submit the same title for 6 different requests for the same event. That doesn't help anyone (don't list all titles as "Event Name" instead be a little more specific "Event Name – Venue" "Event Name- Busing" etc).

**Vendor:** Pull down menu that shows a list of preferred vendors. Use the “-” if you are not using a preferred vendor

**Payable To:** If the vendor is not listed in the pull down menu input the vendor name. This has to be the name that will be printed on the check.

**Vendor address:** The address that the check needs to be mailed to.

**Status:** Where your request for funds is within the encumbrance process.

**Description:** The place where you must list who, what, where, when, and why. A complete detail of what is being purchased must be given.

**Questions:** Must choose yes or no to the following questions.

- Do you need this check in advance?
- Do you have an invoice or receipt?
- Is this a reimbursement?

**Save:** You must click save in order for the information to be sent to the SA Finance Office. If an error message shows at the top of the page your request may not have been saved.

#### **Transaction box**

**Add new:** Creates field for listing of items to be purchased. List all items in detail and total amount for purchase. (If this is not done properly it will make it difficult processing your request through)

#### **Supporting Documentation**

This is where documentation for events must be uploaded. Required documentation is a flyer for the event or proof that the event is happening (e.g. email to the club listserv, facebook post on the club’s page, UBLinked event).

**You MUST include a flyer or event documentation with the request form for EVERY encumbrance.**

**Please allow at least 5-7 business days for your request to be approved.**

## **Section 3: Making Purchases**

### **Expenditure Types:**

These are some of the different types of expenditures you may incur when making a request to purchase a good or service.

- **Purchase Order:** All transactions, whether they are advances or reimbursements, are given Purchase Order numbers (PO). But not all business accept POs so check with the business first to see if they accept a PO. This is the simplest way to make a purchase and clubs will be encouraged to use vendors that accept POs. A PO is essentially an I.O.U. given to a business. When making a purchase with a business that accepts a PO, give the vendor the PO#/copy of the PO in place of payment at the time of the purchase. The vendor should, in return, give you the goods/services requested and an

acceptable receipt or invoice for your purchase. The receipt/invoice must be brought to or mailed to the SA Finance office in order for the receipt/invoice to be paid.

- **Advance Check:** This type of expenditure occurs when your organization is paying a bill to a vendor not associated with the Student Association or doesn't accept a Purchase Order. Basically this means a check before the event. Give at least 2 weeks to a month for the check to be processed. After the check is received by the vendor and the goods or services are provided documentation must be acquired from the vendor. Examples of required documentation may be a paid in full invoice and a packing slip/delivery confirmation. For events, proof of attendance may be required as well (results from a tournament, conference booklet, etc). Required documentation is due to the SA Finance Department within 10 days of receipt of goods or services, and failure to provide this documentation will result in the freezing of the club's account.
- **Services Performed / Provided:** This type of expenditure occurs when you are paying someone for their services.
- **Transfer:** This type of expenditure occurs when your club transfers funds to another Student Association organization (i.e. co-sponsorship). Remember, all Student Association clubs have their own unique account number. Transferring money between clubs is done by completing a co-sponsorship form found in the SA Office. This process takes about 2 weeks to complete but may take longer depending on the time of year.
- **Reimbursement:** A reimbursement is refunding an individual when money needs to be spent by the individual out of their own pockets. This still goes through the same requisition process through SAFE as any other purchase. You'll just need to select "yes" to the question "is this a reimbursement?" The only time reimbursement should be done is after all other avenues have been exhausted. Reimbursements will not be processed for preferred vendors or for goods/services that could be reasonably provided by a preferred vendor. Reimbursements need to be set up for the individual that is actually making the purchase, if, multiple people are making purchase multiple reimbursements need to be requested. At no time should a reimbursement be put in because of laziness or forgetfulness of the club members. There are services that SA has to help you plan out every type of event.

#### **Documentation Required for Reimbursements:**

1. Itemized/Vendor Specific Receipt/Invoice (must be original receipt – no copies)
2. If paid by personal check, copy of front and back of cashed check (this can be obtained from your bank)
3. If paid by credit/debit card the following may be required.
  - a. Credit Card statement. All information may be blacked out *except*:
    - i. Last four digits of card number
    - ii. Name of cardholder – must match name of person being reimbursed
    - iii. Charge(s) being reimbursed

AND/OR

- b. A Copy of the Credit Card that made the purchase, All information may be blacked out *except*
  - i. Last four digits of card number
  - ii. Name of cardholder – must match name of person being reimbursed

\*Required documentation is dependent on the information that is printed on the receipt/invoice\*

## Policies:

### Purchase Orders

- 1) Purchase Orders should be paid within 30 days. Do not just give a vendor a PO and forget about it. You must immediately return your acceptable invoice or receipt to the SA Finance Department for processing. If the vendor does not issue an invoice or receipt at the time of purchase it is the responsibility of the club to ensure an invoice or receipt is mailed or received in a timely manner. Your club may be frozen or have other actions taken against it if this is not done.
- 2) If a PO is not used, please notify the SA Finance Department promptly so that we may cancel it in our system. If an unused PO remains in the account, the club will not be able to use the encumbered funds until it is voided, be aware the process to void a PO is not instant and can take up to a week or more.

### Reimbursements

- 1) **Reimbursements will not be honored if you paid with cash (e.g. you can't pay for gas with cash and expect to be reimbursed, even if you had it approved properly in SAFE).**
- 2) SA will void out any reimbursements 30 days after the date of the event, if proper documentation has not been turned in.
- 3) Once a reimbursement is voided it will not be approved again.
- 4) Include the name and email of the payee (person who is getting the reimbursement) in the "Description" box when entering it into SAFE.

### Preferred Vendors

SA has preferred vendors that can be found on the drop down list in the vendor section of SAFE if it is not found within the list you must manual enter a legitimate business/organization.

Here is a list of some preferred vendors we have:

AC Moore	Campus Tees	Maureen's Wholesale Flowers
Ad Pro Sports	CFA	McMaster-Carr Supply Co.
Al-Ross	CIT	Party City*
Alumni Arena	Franco's	Promotional Images Inc.
Ball Toilets & Septic Service	John's Studio	Ridge Road Express Grand
Banchetti's	La Rosa New York Pizzeria	Tours
UB Bookstore	Latko	Robot Market Place
Buffalo Party Rental	Marriott	Willow Ridge Auto

Once you have requested a PO AND have received prior approval, clubs may request the following cards for purchases:

- AC Moore
- Wegman's
- Lowes
- Home Depot
- Walmart

SA has vendors that the SA Staff orders to and not the club:

- Alidi Travel – for flights
- Red Roof Inn
- Enterprise Rent-A-Car
- Staples
- Amazon
- Sparkfun
- Guitar Center

For Alidi, Red Roof, and Enterprise there is a form in the SA Office or on the SA website that you must fill out and return to the SA Office so we can make the reservation. Once SA makes the reservation for the club the details will be in the clubs mailbox.

For Staples, Amazon, Sparkfun, and Guitar Center, set up the request through SAFE like any other transaction but make sure to take a screen shot of the shopping cart which shows what the club wants to order. Also make sure to include the standard shipping amount with the request.

### **Party City**

- Put in request normally and when picking up a copy of the PO, ask bookkeepers for a Party City request form. Fill this form out, have it signed by a bookkeeper, assistant treasurers, or treasurer and bring it to the 1565 Niagara Falls Blvd Party City (this is only Party City that takes our purchase orders)

### **Hotels**

- It is recommended to submit Hotel requests at least 4 weeks in advance of hotel stay.
- Most hotels will require an advance check, so follow advance check procedure. We will need an accurate quote from the hotel including all taxes (if outside of NY State) and fees. Be sure to ask when the check needs to be given to the hotel, this could range from the checkout date to 30 days before the stay.

**Red Roof:** We have an account with Red Roof Inn and prefer that clubs stay at one of their locations these are the following steps to using Red Roof.

1. Put in a requisition as you would for any other expenditure request
2. Fill out additional Red Roof form found at the finance dept or on the SA website.
3. Once a Purchase Order is received, the finance staff will make your reservations using the information you have provided us on the Red Roof form. The club DOES NOT make the reservation themselves.

The reservation confirmation will be put into your club mailbox once completed.

**Hotel Charges:** SA will only pay for the base rate of the hotel charge when groups travel. SA will not be held responsible for additional charges incurred, be they extra service charges, room service, damage, etc. The way that SA will deal with this is we will pay the total amount of charges incurred during the stay and if any additional charges are noted on the final invoice, SA will freeze your group's budget until sufficient evidence of deposit is provided for the amount of the extra charges. That way, your group will have paid for the charges, in an indirect way, and will not be able to use your budget again unless you pay for those charges. AirBnB is not to be used for any clubs because of the inconsistency in the level of services provided by AirBnB locations (bed bugs, fire escapes, etc...).

## Flights

**All flights being paid by SA funds must be booked through Alidi Travel by SA Pro Staff.** SA will only pay for the base rate of the flight when groups travel. SA will not be held responsible for additional charges incurred including baggage fees and cancellation fees. The way that SA will deal with this is if any additional charges are noted on the final invoice, SA will freeze your group's budget until sufficient evidence of deposit is provided for the amount of the extra charges. That way, your group will have paid for the charges, in an indirect way, and will not be able to use your budget again unless you pay for those charges.

**Club members must fill out the flight request form on the SA website to begin the process.**

- Flight request form must be filled out prior to booking flights, this information includes names of people traveling as they appear on driver's license or ID, gender and date of birth for each individual flying. Flights cannot be held or booked without this information. The TSA is not very forgiving please make sure this information is correct or you will not be happy with the results. It is costly and not always possible to change information on a ticket once a flight is booked.
- Once the flight request form is filled out properly SA Pro-staff will give you a price quote either through email or by a club member coming into the SA office to ask for an update on the procedure. Price quotes are generally only good for 2 days and may fluctuate after that, so time is of the essence.

Now you have the price, you can enter a request...

- 1) Request for funds must be filled out for the vendor Alidi Travel (listed in vendor pull down list).
- 2) Itinerary details of (why, who, where and when) travel must be attached to the request for funds in order for the request to be processed.

Club members must come in a week before scheduled trip to retrieve travel confirmation details from SA Staff. Flights may not be booked if the required forms are not handed in at least 2 weeks before the date of departure. Flights will not be booked without a valid PO Number that has enough money to cover the flight!!

## Prizes / Awards

All prizes, be it a check being cut or any other items must be pre-approved. No advertisement for prizes or awards can be put up unless approved by the SA Treasurer with an approved request in SAFE. If there needs to be a check cut to a winner the requisition must be approved before event date. For the winners to collect their prizes the prize awarded form and TIN or W-9 must be filled out. There will be a delay from when the prize is awarded and when the check prints out.

**There will be no cash prizes given out!** Also, please avoid the pre-paid Visa cards (Sub-Board doesn't like those).

How to give awards?

1. First decide what type of prize you want to give for the event. The best sort of prize is a vendor-specific gift card or a physical item.
2. Put in a request for funds requesting the prizes that you want to give out.
  - If a check is desired then the request should be put in as payable to GENERIC 1099. This is a place holder for who the actual winner is. There should be a request put in for each place

or prize that will be given. Make sure that the amount and reason for the prize is detailed for the event. The total amount of prizes cannot be more than half of the total cost of the event.

- The address and information for the GENERIC 1099 vendor should be enter as follows:

Generic 1099  
350 Student Union  
Buffalo, NY 14260

3. The club should then follow the progress of the request for funds. Once the request has reached the stage PO received then the prizes can be advertised. At this time if the club needs to purchase prizes from the store the club should follow the normal purchasing process.
4. Clubs should stop by the SA office to pick up the Prize Awarded Form and TIN form for goods given away. This form must be signed and filled out (with full name and address) by the winner and turned into the Finance department. All forms not turned in within 2 days of events may result in the club being fined and account frozen.
  - For check prizes the club can turn in the prize awarded form to have a check cut for the winner. It may take up to 3 additional weeks after the form is turned in to have a check cut and mailed to the winner.
  - **NO CHECKS WILL BE PROCESSED WITHOUT THE PRIZE AWARD FORM AND THE TIN/W9 completed correctly and** turned in with address and original signature of the winner.
  - Taxes may be withheld on winnings depending on who the recipient is and the value of the prize awarded.

### Spending Restrictions

Clubs may generally use their discretion when purchasing items for use in furthering the group's purpose / holding events **but the SA Treasurer reserves the right to reject any expenditure that is not a responsible use of the club's funds.** If you are unsure, ask. Additionally, some items may never, under any circumstances, be purchased, and some expenditures can only be made with fundraised net-profit rather than with SA-budgeted funds.

### Unacceptable Expenditures

Here is a list of some general unacceptable expenditures:

**Alcohol & Tobacco Products:** An SA Account for your group can not and will not be used to reimburse or pay for the purchase of any alcohol under any circumstances. Tobacco may be purchased/used if it is at a public place and not for private use (e.g. a hookah bar is acceptable, buying cigars for a barbecue is not). Also, please note that UB is a smoke-free campus, so the use of such products is restricted on UB grounds.

Please consult the SA Executive Board if you have any questions.

**Personal Property:** Clubs cannot purchase item(s) for exclusive use by an individual. All items purchased by organizations must be securely stored by the organization at large.

**Scholarship & Tuition:** The student activity fee, and/or revenue generated there from, cannot be utilized to grant scholarships or tuition assistance.

**Sizeable E-Board Gifts:** Items or services bought exclusively for the personal use and ownership of club E-Board members shall not exceed \$25.00 in value unless express permission is granted by the SA Executive Board.

### **Tax Exempt**

The Student Association is exempt from New York State Sales Tax. So, never include NYS Sales Tax in a purchase request. It will not be processed.

### **Why do I need this form?**

This form states that SA (and therefore your department) is a tax-exempt entity. Therefore, we do not have to pay any sales tax in New York State. You may use this form if you will be purchasing goods with an approved reimbursement. SA will not pay any sales tax, and if you do not bring this form you will only be reimbursed for the cost of the goods less the sales tax.

### **Where do I pick up this form?**

This form is available in the Sub-Board I Office (341 Student Union).

Bring the Purchase Order number and the vendor's name and address with you to the SBI office. Ask for the tax-exempt form and give them the required information.

Sub-Board I will complete the rest of the form for you. Take it with you when you go to purchase your goods or services, and present it prior to purchase.

## **Section 4: Contracts**

### **Contract**

Contracts are any agreement with an outside entity that when you sign is a binding agreement. In SA the only officers that have the ability to do this is the SA E-board. Legally the SA E-board are the only people who have the right to sign agreements for Mandatory activity fees. If a club member or advisor signs an agreement with an outside entity, SA as an organization **IS NOT RESPONSIBLE FOR THE OBLIGATION**. All contracts and agreements must be brought to the SA office and reviewed by the SA officers.

Contracts that are between SA and a performer or anyone who is providing a service can be picked up in the SA office. There are two types of contracts that SA uses.

### **Contract type 1 - "General Service Contract"**

This contract is used for small acts, DJs, designers, speakers and food where they can't provide a receipt. You should always come to the Finance Department and ask about what you want to do and we will tell you if a contract is necessary. The general service contract is used for services that are being provided that are **under five hundred (500) dollars**. With the general service contracts, a TIN form or W-9 form from the individual under contract needs to be provided for Tax Purposes. **NO CONTRACT WILL BE PROCESSED OR PAID WITH OUT THE TIN or W-9.**

## Contract type 2- “Larger Service Contract”

A larger service contract for acts or services being provided that are over five hundred (500) dollars. A W-9 or a copy of the TIN form must be turned in before the contract can be started. To start this process, go the SA website and, under “Club Services,” select “Contract Review” and fill out the form.

There must be original signatures (ink) on all of the final contracts. Club members cannot sign any contracts at all. The club members can be the main contact person for the contract, but their signature will not be part of the contract. A club should not be making verbal promises.

### Policies:

- 1) The only people that are allowed to sign contracts or enter into agreements are the President and Treasurer of the Student Association. **The individual club E-boards as well as Coaches and club advisors do not have the authority to sign any contracts or enter the organization or club into any agreement.** If an individual signs a contract or enters into any agreement they are personally liable to the vendor for payment. In addition, your club will be subject to a fine and possible further consequences that can go as far as losing the remainder of your club’s budget or de-recognition.
- 2) Do not pay performers in cash. All services will be paid with a Student Association check issued by Sub Board I.
- 3) Performers cannot be paid before a performance, only immediately after the show on the day of, or wait two weeks from the time the purchase request was submitted for the performance payment. If you need a check the day of, make sure the purchase request is submitted at least a month in advance as an advance check. In the case of performers, advances should only be processed for those over \$1000.

## Section 5: Fundraising and Charitable/Non-Charitable Contributions

### Fundraising

Any new money made by a club is fundraising. All fundraising must be deposited with the Finance Department or the Ticket Office. A rule of thumb is that any NEW non-SA money coming into the club’s account is fundraising.

Some examples of fundraising are,

- Charitable/Non-Charitable Contributions
- Practice Fees
- Ticket Sales
- Bake Sales
- Raffle Sales
- Apparel Sales
- Working at SA’s events (Fallfest, Springfest, Carnival, etc.)
  - This is the only exception to the non-SA money rule
- Working at sporting events (basketball commissions, Bills games, etc.)

If your event (apparel sale, banquet, trip, etc) is cancelled, buyers may seek refunds for 30 days following the date of the proposed event. For example, if a banquet is scheduled for April 10<sup>th</sup> but is cancelled on April 6<sup>th</sup>,

(Examples that do not count towards fundraising are: co-sponsorships from coordinators, co-sponsorships from other clubs, Senate grants, SB I grants, money that was never deposited, etc)

All new fundraising ideas should be brought to the Finance Department to make sure that they do not violate any policies, laws, or university bylaws.

**Some fundraising is not allowed to be done on campus or by students. For example bar parties, entrance fees to bars and 50/50s are not allowed.**

If you are planning on fundraising through the sale of hot, cooked foods, you will need to obtain a proper permit from Student Life, and it cannot be in conflict with something that FSA (Faculty Student Association) also called CDS produces for sale. For example, you cannot sell pizza because FSA sells pizza.

### **Fundraising Events**

Note that this is only relevant for temporary clubs.

In some cases when a club fundraises, it will not be considered a fundraising event (e.g. receiving a monetary donation or collecting practice fees is fundraising but not a fundraising event. A temp club needs 2 fundraising events per semester.

If multiple fundraisers are in 1 event it will count as one fundraising event. An example of this is ticket sales at the door and raffles sales at the same event.

### **Charitable/Non-Charitable Contributions**

Money is considered a donation when the money is given to a club and nothing is received in return.

#### **Giving a Non-Charitable Contribution**

The club can only donate the net-profit of a fundraising event. This means that once the total cost of the event is subtracted from the total revenue that was made from the fundraising event, the remaining amount (the net-profit) can then be donated to a not-for-profit organization.

$$\text{Total cost} - \text{total revenue} = \text{net profit}$$

If the net profit is calculated at a loss than the club will not be able to donate.

The club must enter a request in SAFE in order to give a donation; there is also a donation agreement to a charitable organization form that must be filled out and signed by the receiving organization. Do not verbally agree to donate money, because if for some reason the donation cannot be made, that is problematic. Additionally, if you are planning on donating, be sure to specify on your advertising materials where the proceeds are going. Please have your advertisement material approved by SA before distributing it.

**The Mandatory Student Activity Fee allocated to your group may not be donated.**

#### **Receiving a Charitable or Non-Charitable Contribution**

A contribution is money given to the SA for the purpose of helping clubs without anything in return.

There are a few different ways to get Non-Charitable Contributions:

1. You can set up a contribution drive.

- This is where your club writes up a letter that is then reviewed by SA. Once the letter is approved and on SA letterhead, the club can mail out the letters asking people to contribute money to your club.
2. You can ask people you see or talk to have them donate money to your club
  3. All money that is collected needs to be have a Contribution Agreement Form with the money or SA cannot accept the donation and the money will be sent back.
  4. The money then has to go to the ticket office for Lorenzo to verify that the money is a contribution. He will then give you a receipt that you need to bring to the SA Finance Office.
  5. If Lorenzo says that the money is not a true donation then he will process the money according to the Ticket Office Policies.
  6. The Finance Department will take the money and then deposit it in your account through a budget adjustment. This may take up to 2 weeks or more.

If the person wants to claim the contribution on their taxes you must follow these steps:

1. Go to the SBI Corporate Office and pick up a contribution agreement.
2. The contribution form needs to be signed by the person donating.
3. The money and the contribution agreement should be taken to the SBI Ticket Office.
  - a. The money is now going to be deposited to the SBI Corporate Office into the club's development fund. If your club wants to use this money they must go to SBI in room 341 SU.

### Donation of Goods

This is where an organization/company donates goods to your club to help better the quality of the club. Examples: books, equipment, tools, materials

A material donation will not count as a fundraising event. It will, however, count towards the 50% fundraising requirement. Note that since the dollar value of the donation counts towards the 50% requirement the dollar amount/value does not rollover because you get to use/keep the item. You must get the material donation form filled out and return it with proof of the item's value.

## Section 6: General Polices and Reminders

### **Undergraduate Student Association Financial Policies**

It is against Mandatory Student Fee guidelines for any Undergraduate Student Association constituent to maintain an outside bank account, or to perform any other financial transactions outside of their established club or department account.

1. The Senate as a whole (or EPC) and the SA Treasurer must approve all budgets and budgetary matters.
2. Financial Records – All undergraduate organizations clubs will still be required to keep some form of records that must be available for inspection and/or audit by the SA Senate Finance Committee and/or SA Treasurer.

3. **Contracts: Anytime someone or some company is brought to any event by an SA club to do something, and money is involved, a contract between that party and the SA is required. Example – Performance artists (speakers, bands, DJs, etc.) Contracts can be picked up in the SA Finance Office, filled out, and then returned to be signed by SA Treasurer.**
4. **Club officer or members CANNOT sign ANY contracts. All contracts must be submitted to the SA Treasurer for a review process in order to receive a signature. Any club who enters into a contract be it VERBAL OR OTHERWISE without proper authorization will be subject to a fine, the loss of the remainder of their budget, and/or other sanctions that may include the de-recognition of the club.**
5. **Only the officers of the Undergraduate Student Association, (the SA President, SA Vice President, and SA Treasurer) may make commitments or sign contracts on behalf of the Student Association or any of its clubs or departments.**
6. All club expenditures must be pre-encumbered for through SAFE and approved BEFORE the date of purchase. If a club makes a purchase that was not pre-encumbered and has not been approved through the requisition process, the Student Association is not responsible for the expenditure, therefore making the purchaser solely responsible for the expense. This includes regular POs, advance checks, and reimbursements.
7. Clubs putting in for a PO must allow at least 5-7 business days advanced notice from the date the PO is needed. The 5-7 business day time period does not begin until the request is entered correctly. If the request is incomplete in any way it will not be processed. More advance notice should be given during periods of heavy volume. The Student Association Treasurer and Finance Department hold the right to void any Purchase Order at any time.
8. Any card and receipt that is not returned by a club within 2 business days following the date of receiving the card (at noon on the second day) will be subject to a \$50 per day fine out of your club budget. Ex: If a card is out on Monday we need it back before noon on Wednesday.
9. For every financial document turned into the Finance Department, a receipt turn-in form must be filled out and attached to the documentation. No documents will be accepted by the Finance Department without a receipt turn-in form (The form can only be found on the Finance Department desk).
10. If invoices, receipts, and/or any required documentation for reimbursements are not brought in to the Finance Department within 30 days, the request will be voided out.
11. All clubs and departments must give receipts for any money received. Free receipt books may be obtained in the Sub-Board I Office (341 Student Union).
12. All income must be deposited in the Undergraduate Student Association office and reported to the SA Treasurer. If a fundraising event is held the funds raised must be returned to the Finance department no later than the 2 business days.

13. Any donation must be accompanied by a signed contribution agreement (available upon request in the SA office). If the donation will be claimed on the donor's taxes, it must have the form from the corporate office and then go through the SBI Ticket Office.
14. All requests for budget transfers and/or internal organization co-sponsorships must be made to the SA Treasurer at least 14 days prior to the needed funds being made available.
15. All property purchased with SA funds is the property of the Undergraduate Student Association. The SA Treasurer will keep an inventory of all Capital Equipment, items over \$500. Clubs/organizations must be able to produce items upon request.
16. Food may be ordered for club meetings in proportion to the members attending the meeting. An attendance record may be requested by the SA Finance Department to ensure that there is no abuse of this privilege.
17. In accordance with the Alcohol Policy, clubs will be allowed to have cash bars at pre-approved events, but no Mandatory Student Activity Fee money can be used for the purchase of alcohol.
18. Ticket Sales – To prevent theft of ticket money and also to have internal control over tickets sold for events, ticket sales must be overseen by the SBI Ticket Office. See ticket office rules for all guidelines.
19. Prizes – If your group is going to be giving anything away at your event (e.g. a raffle, a prize for a competition, etc), you must advertise that on the flyer for the event. Also, you must fill out a prize awarded form to document who won the giveaway. (Prize forms are found in the SA finance office)
20. All airline arrangements must be made through and paid for by SA. Any airline ticket purchases outside of SA will not be reimbursed. The individual who purchased the tickets will be personally responsible for paying the total amount expended. To set up airline arrangement you MUST first speak with the SA Treasurer or Pro-Staff to guide you through the process at least 4 weeks prior to the event.
21. Hotel Charges – SA will ONLY pay for the base rate of the hotel charge when groups travel. SA will not be held responsible for additional charges incurred, be they extra service charges, room service, etc. The clubs budget will freeze until the group has paid for the total amount of the additional charges.
22. Student Association Logo: All signs and publications made by organizations must have the **Student Association Logo** or the words, “**Paid for by your Mandatory Student Activity Fee**” clearly printed. If your posters do not have this logo on it, then your posters/signs/publications will be removed and disposed.
23. Club Apparel: If your club intends to purchase either club uniforms or any kind of club apparel (t-shirts, sweatshirts, hoodies, etc.) you must have the Student Association Logo visible. This is mandatory whether or not you use your club budget because you are still representing the SA sponsored club. Failure to do so will result in sanctions that will reflect negatively on your clubs finances for budgetary hearings.

24. If a club feels it is in need of additional funding, money can be requested through the SA Senate. The club should speak with their coordinator in order to be put onto the agenda for a Senate Meeting. This money takes time to go into the club account so a club should go to Senate at least 4 weeks before the money is needed. Note that the Senate typically meets biweekly, so plan accordingly.
25. As per SUNY Mandatory Activity Fee Guidelines, the Student Association is not allowed to fund any organization whose membership is not open to its constituency; therefore no exclusive organization can receive funding of any kind through the Student Association. Meaning all clubs/organizations must be open for full participation of all undergraduates.
26. The SA Executive board and SA Council Coordinators have the ability to hold or “freeze” club budgets at any time, if the club fails to meet or fulfill the requirements set forth by their Council Constitution, the Student Association requirements, and/or violation of policy. The budget will remain frozen until the reason for the freeze has been sufficiently satisfied.
27. No money from your club’s account may be used to purchase alcohol or pay bar tabs. Open bars are not allowed at any club events. Please see the alcohol policy for more information.
28. After parties/after celebrations/anything along those lines for any SA event will not be endorsed or supported by SA or any SA clubs. Sanctions for any club violating this rule will be significant.
29. No “GoFundMe” or similar money-raising tactics (kickstarter, indiegogo, venmo, etc...)
30. Do not spend more than the PO was entered for. There will be fines for exceeding your requested amount.



## Finance Statement of Understanding

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

We have been given, read, and understand the Finance Club Handbook. We understand that as an E-board member of

\_\_\_\_\_ a club recognized through the Student Association that we are required to uphold all the rules, regulations, and policies outlined in the handbook. I understand that not following the rules in the 2016-2017 Finance Handbook could lead to my club being placed on probation, suspension or ultimately de-recognized. By signing below we swear to do our utmost to follow all rules, regulations, and policies for the betterment of our club and the Student Association.

**President:**

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

Print Name: \_\_\_\_\_

**Vice President:**

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

Print Name: \_\_\_\_\_

**Treasurer:**

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

Print Name: \_\_\_\_\_

**Secretary**

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

Print Name: \_\_\_\_\_