

fall 2018

NEW Treasurer Presentation

Presented by:

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Student Organization Business Office



Expectations of Treasurers

- Check & read your email!
 - Make sure your contact info is **CORRECT** in Engage
- Plan ahead!
- Ask questions!
- Share information with your members
- Follow all University policies and procedures
- Keep your own record of account transactions to balance against account statement

Offices that Work with ALL Student Organizations



Center for Student Involvement & Leadership (CSIL)

- Oversees [all registered](#) student organizations
 - Assists in updating student org policy (<http://dos.uiowa.edu/policies>)
- Website: <http://csil.uiowa.edu>
- Email: getinvolved@uiowa.edu or visit 157 IMU
- Phone: 319-335-3059
- Can sign Event Information Form for organizations without an advisor
- Awards CSIL Grant Funding for events



IMU Event Services

- Website: <http://imu.uiowa.edu/imu-event-services/>
- Phone: 319-335-3114 or visit 159 IMU
- Services/Reservations for:
 - Free IMU meeting rooms online; set up your online room reservation access
 - Reservation booking for fall dates begins on April 15 and November 15 for spring dates
 - Fee-based spaces (Main Lounge, 2nd Floor Ballroom, etc.)
 - Outdoor spaces (Hubbard Park, Pentacrest, etc.)
 - Information Tables in Hubbard Commons & Ground Floor
- Additional fees for providing equipment or services
- Initiates Event Information Form for IMU events



University Catering

- Website: <http://imu.uiowa.edu/catering/>
- Phone: 319-335-3116 or visit 237 IMU
- Services:
 - Food for any event in the IMU
 - Update: outside pizza now allowed in meeting rooms for general meetings
 - Food waiver for any exceptions to bringing any outside food into the IMU for events



UI Licensing

- Email: uilicensing@hawkeyelicensing.com
- Services:
 - Approve designs with UI insignia/logos
 - Approval **MUST** be received before printing or manufacturing items (t-shirts, mugs, etc.)
 - Forms in SOBO or online
- <https://orgsync.com/14241/files/53035>

Student Organization Business Office

(SOBO)

132 IMU

sobo@uiowa.edu

319-335-3065

<http://csil.uiowa.edu/sobo>



Aiding student groups with all things financial. Payments, purchases, deposits, travel plans, contracts, Signmeup.com and more.



Student Organization Financial Accounts

- ◆ Each recognized Student Organization is part of the University of Iowa.
- ◆ Funds in every University of Iowa financial account are subject to campus-wide restrictions and regulatory practices.
- ◆ Funding from Student Government is further restricted.



Guidelines: University Account Numbers

10-950-49-4690-X0000-552XXX00-XXXX-000-00XXX-00-0000

◆ Corp	10
◆ Fund	950
◆ Org Unit	49
◆ Dept/Sub-dept	4690/X0000
◆ Grant/Program	552XXX00
◆ Institutional Acct	XXXX
◆ Organizational Acct	000
◆ Department Acct	XXXXX
◆ Function	00
◆ Cost Center	0000

◆ For each financial transaction, a 42-digit account # must be used. This account number is called the Master File Key (MFK).

Student Organization Account Number

10-950-49-4690-X0000-552XXX00-XXXX-000-00XXX-00-0000

- ◆ The Student Organization Account Number is unique to each individual organization.
- ◆ This three-digit number appears on most documents between 552 and 00 in the Grant/Program field.
- ◆ Treasurers are expected to know this number for their organization(s).

Institutional Account

10-950-49-4690-X0000-552XXX00-XXXX-000-00XXX-00-0000

- ◆ Institutional Account indicates type of income or expense
- ◆ The Student Organization Business Office can always assist you with determining this number.

Examples (INCOME)

- ◆ 4401 Internal sales & services: Revenue from sales and services to members of the University community (e.g. sales to UI students and staff)
- ◆ 4402 External sales & services: Revenue from sales and services to outside entities or people (e.g. sales to the public)
- ◆ 4212 Tickets, registrations, or admissions: Tickets, registration, or admission to student organization events (e.g. raffle or event tickets)
- ◆ 4599 Miscellaneous Revenue: Most other student organization income
 - (e.g. dues, donations, sponsorships, vendor applications, and fundraisers)
 - Required to inform potential contributors that the contributions will not be tax deductible.
 - "Contributions made to our organization are NOT tax deductible NOR is our organization a 501(c)3 charitable organization."

Departmental Account

10-950-49-4690XX0XX-552XXX00-XXXX-000-XXXXXX-00-0000

- ◆ Departmental Account indicates the type of funds being used to pay an expense.
- ◆ The first digit is 0 for organization “00” funds, 1 for UISG funds, or 3 for GPSG funds.
- ◆ The second two digits indicate type of student government funding: 01 for office supplies, 02 for events, 03 for travel, 04 for equipment.
- ◆ The last two digits may be used by organizations for internal budgeting purposes—default is 00

Collecting/Depositing Money

- All money collected by a student organization must be deposited into their University account. Never spend cash.
- No more than 1 person per cash box for the event/meeting
- Checks should be written to a student organization, not to an individual member
- Checks and cash should be deposited as soon as possible at 132 IMU
- University Cash Handling rules should be followed at all times.



Guidelines: Fundraising

- ◆ Follow [University cash handling rules](#)
- ◆ In addition:
 - Review Administration of Registered Student Organizations located on the [Dean of Students website](#)
 - Taxes - Student Organizations do not have tax-exempt status [from the US Internal Revenue Service. Please read student organization fundraising and related tax issues](#)

Guidelines:

Fundraising - Raffles

- ◆ To hold a raffle, Student Organizations must complete an Event Information Form and a Gambling License Application.
- ◆ Raffles are considered gambling in the State of Iowa. 6% of your proceeds go to the State.
- ◆ A copy of the Gambling License must be on display during the raffle. This can be picked up at SOBO once approval has been granted.
- ◆ The [University cash handling rules](#) should be followed at all times.

Collecting Money Online

- Collecting money for your organization online **MUST** go through SignMeUp.com (contracted UI vendor)
 - This includes event registrations, donations, product sales (t-shirts, etc.)
- Contact Paul Braem (paul-braem@uiowa.edu) each time you plan to use this service
 - Fees apply, funds transferred automatically



Event Information Form (EIF)

- No EIF needed for general meetings
- EIF Required for:
 - Large events (catering, admission charged, movies, etc.)
 - Hubbard Park
 - Special event requirements (henna, live animals, inflatables, tournaments, etc.)
- Signatures/Approval required for certain activities
- EIF initiated in Room 159 IMU for IMU events

Event Planning – Contracts

- Students are **NOT** allowed to sign a contract on behalf of a student organization
- Bring any contract with a 3rd party to SOBO or initiate a contract through SOBO
- Allow two weeks for contract processing
- Required for: DJs, lecturers, musicians, photographers, etc.

Guidelines:

Procurement Card Purchases

- ◆ Student Organizations may request to check out a P-Card from the Student Organization Business Office.
- ◆ P-Cards are used for local business and online purchases only.
- ◆ The amount of the purchase must be less than \$5,000.
- ◆ After a signature person has filled out and signed a request form, any member of the Student Organization can check out the P-Card.
- ◆ Requests should be submitted at least 24 hours prior to when the card will be checked out.
- ◆ Certain purchases are restricted (e.g. copies, cylinder gases, gasoline, alcohol, etc.)



Guidelines: Blue Requisition

- ◆ Blue Requisition is used to pay for University of Iowa expenses (Hawk Shop, IMU room rental and catering, Copy Center, etc).
- ◆ Also used to transfer money between University accounts, including from one Student Organization to another.
- ◆ Requisitions should be submitted to SOBO at least 24 hours prior to when they are needed.
- ◆ Additional documentation is usually required (design for Copy Center flyers, invoice from IMU, meeting minutes for transfer to another organization).



Guidelines: Check/ACH Voucher

- ◆ Used for non-credit card purchases to vendors outside the University.
- ◆ Results in a paper check or electronic funds transfer.
- ◆ Invoice must be turned in with completed form.
- ◆ It takes approximately 2-3 weeks for a check/ACH payment to be processed (may be longer if the vendor is not a pre-approved University vendor).

Guidelines:

Member Reimbursement

- ◆ Submit completed form with itemized receipts and proof of payment to reimburse members for purchases made on behalf of the organization.
- ◆ Form must be signed by payee and a different authorized signature representative.
- ◆ There is no guarantee that an out-of-pocket expense will be eligible for reimbursement—always check with SOBO before money is spent.
- ◆ Be aware that student government funds cannot be used to reimburse sales tax (exceptions: hotel/airfare).

Guidelines:

Honoraria (Speaker payment)

- ◆ Event Information Form required before the event.
- ◆ A contract will be required with the speaker. It must be signed by the speaker prior to the event.
- ◆ A completed and signed [W9 form](#) may also be required.
- ◆ An Individual Services Voucher should be submitted in addition to the contract and W9 form.
- ◆ Payment method will be a University-issued check, which can take 2-3 weeks to process, so plan accordingly.

Guidelines:

Travel

- ◆ Prior approval form required each time a Student Organization takes a trip, **before** traveling.
- ◆ Hotel reservations must be made by a student. SOBO can then contact the hotel and reference a reservation number to put a P-Card on file for payment.
- ◆ Conference registration and airfare can be paid in advance by submitting a P-Card request.
- ◆ Other travel expenses can be reimbursed after a trip by submitting original, itemized receipts with proof of payment and a Travel Expense Voucher.

Guidelines:

University Vehicle Rental

- ◆ Prior approval form required.
- ◆ Student Organizations may use University vehicles for transportation to and from a national or regional conference or official sport club competition only.
- ◆ Student drivers must complete a Driver Training course.
- ◆ Student Organizations will be charged for driving record eligibility checks of drivers with out-of-state licenses.
- ◆ Each vehicle rented must have at least two eligible drivers (more for longer trips).

◆ Vehicles come with a gas card and optional GPS unit.

Gas charged to the card is included in the vehicle rental fee (daily rate + per mile rate, varies by vehicle).



Guidelines: Apparel

- ◆ For merchandise/apparel using University of Iowa trademarks or wordmarks, Student Organizations are required to use an approved University vendor. Approved vendors are guaranteed to comply with the University of Iowa's Code of Conduct.
 - Current list available at:
<http://portal.uilicensing.com/index.cfm/licensee/search>.
- ◆ For each purchase, before placing an order, Student Organizations must submit the design and:
 - Trademark Licensing Application for approval from UI Licensing if using University of Iowa trademarks or wordmarks.
 - Proof of permission to use other copyrighted trademarks.

Guidelines:

Amazon Order Form

- ◆ Must use our office for all Amazon orders
- ◆ The University has an Amazon Business account for tax free orders and free 2 day shipping for "Prime" items.
- ◆ Ensure you list item number and exact wording of item description

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Questions