

**Aurora University**  
**Student Organization Treasurer's Guide**  
**2010-2011**



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## Getting Started

The Office of Student Activities maintains current information on registered student organizations and one of the benefits of becoming a recognized student organization is access to the Aurora University financial services to allow student organizations to raise funds, pay for expenses, and use Aurora University's tax exempt status for purchasing goods and services.

When the student organization registration process is complete, each organization receives an account number from Aurora University's Business Office.

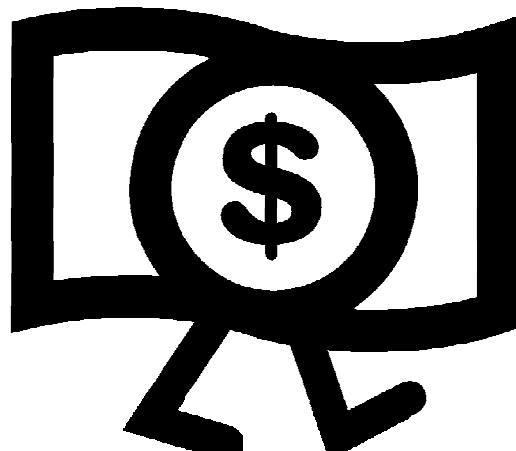
Student organization Advisors, Presidents, and Treasurers have access to the organization's account number and the ability to receive a print out of the student organization's transactions. All Advisors have access to their organizations access on WebAdvisor to print it out individually. Presidents and Treasurers are able to receive a printout of the account by going to the Business Office (422 Calumet) or Student Activities (Spartan Spot).

The starting balance for all student organizations is **zero (\$0)** and each organization must raise funds or receive funding from AUSA before making expenditures on the account. Funds raised and not used from the previous year will remain in your organization's account

More specific information on Organization Funding can be found in the Student Organization Handbook. The handbook goes into detail on funding, the Code of Finance, making payments, contracts, reimbursements, and ordering from Sodexo.

### **Expectations:**

- **Checks and Cash should be deposited to Student Accounts within 5 business days of collection.**
- **Student Organizations shall keep duplicates of all forms and receipts.**
- **Student Organizations shall keep their own records of accounts receivables and payables.**



## Putting Money In

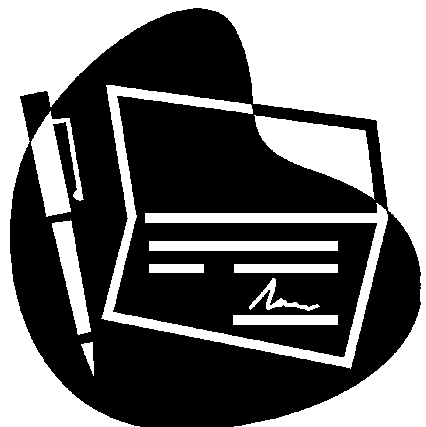
### Raising Funds

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-Student Organization Handbook 2010-2011

The Treasurer or another representative of the organization must attach a detailed budget with the Meeting & Event Registration and Funding Request Form. This detailed budget should include expected expenditures for the entire event and not just what the organization asks AUSA to fund. Consider getting quotes for the cost for promotions, food, speakers, handouts, decorations, media, etc.

Student organizations are able to raise money by having fundraisers, membership dues, and donations. The Office of Student Activities is available to give advice on appropriate ways to raise funds.



# Meeting and Event Registration & Funding Request Form

- Due 2 weeks before the event -

Check all that apply:  Meeting  Event  Community Service  Fundraising  Educational

Dance  Performance  Recognition Banquet  Co-Sponsored

If this is a dance please review the Aurora University Dance and Party policy in the Student Organization Handbook and make arrangements to meet with a representative from Student Activities.

Sponsoring Organization(s): \_\_\_\_\_

Date of Event/Meeting: \_\_\_\_\_ Setup Time: \_\_\_\_\_ Time of Event: \_\_\_\_\_ Ending: \_\_\_\_\_

\* See below if this is a recurring meeting

Location: \_\_\_\_\_ (Option 1) \_\_\_\_\_ (Option 2)

Estimated Number of people attending: \_\_\_\_\_

### If this is a meeting:

Will this be a recurring meeting?  yes  no

If yes how often will you meet?  once a week  once a month  twice a month  other

Please list ALL dates that you need this same time slot and location: \_\_\_\_\_

Damage of any location used for an event or meeting is the responsibility of the student organization.

### If this is an event: (If this is a meeting skip to page 2)

Event Title: \_\_\_\_\_

\*Note that advisors of ALL sponsoring orgs must sign this form. If there are more than 2 groups, add another form.

If this is a co-sponsored event, please list and describe the involvement of each organization:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Event Description (be detailed): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is the event open to all students?  Yes  No, if not, Who is this event for? \_\_\_\_\_

Will there be a charge to participate in the event?  Yes  No if yes, how much? \_\_\_\_\_

If this is a fundraiser, what is the purpose, how much does the organization expect to raise, and who benefits from this fundraiser?  
\_\_\_\_\_  
\_\_\_\_\_

You need to have a detailed budget attached to this form if you are requesting AUSA funding

## AUSA FUNDING

Are you requesting funds from AUSA for this event?  Yes  No

If yes, what is the anticipated cost of the event? \_\_\_\_\_ How much are you requesting? \_\_\_\_\_

If requesting funding from AUSA, please attach an Itemized budget along with any contracts, invoices, cost estimates, brochures, etc.

\*\*\*The request will not be considered without this information\*\*\*

Will you be using the following University services (please check all that apply with DETAILED descriptions of services needed):

Sodexo catering: \_\_\_\_\_

Room set-up: \_\_\_\_\_

Campus security: \_\_\_\_\_

Media services: \_\_\_\_\_

Please note that \_\_\_\_\_ give areas as well as any related costs

### Event/Organizer

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

Signature: \_\_\_\_\_ Address: \_\_\_\_\_

### Advisor

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ AU Email Address: \_\_\_\_\_

\*If this event is co-sponsored, advisor of co-sponsoring organization must sign

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ AU Email Address: \_\_\_\_\_

OSA Use Only	
Date submitted to reservations:	_____
Date of response from reservations:	_____
Added to Calendar:	_____
Added to OSA Event/Meeting Spreadsheet:	_____
Risk Management Assessment Needed:	_____
Sent to Appropriations:	_____
Approved:	_____ Denied: _____
Pending:	_____
Staff Initials:	_____
Comments:	_____

The advisor signs before turning it in to Student Activities.

**Depositing Cash: Goes to Student Accounts**

**Step One:** Collect and total the cash

**Step Two:** Take cash to Student Accounts (630.844.5470) in Eckhart 101 with your student organization's account number

**Step Three:** Confirm the amount deposited and the account number. Get a receipt from Student Accounts.

**Step Four:** File and account for the change to your student organization's ledger

**Depositing Checks: Goes to Student Activities First**

**Step One:** Collect and total the checks

**Step Two:** Take the checks to the Office of Student Activities to have them endorsed (Stamped by the Director or Assistant Director of Student Activities)

**Step Three:** Complete the Deposit Transmittal Form (see below) and make a copy for your records.

**Step Four:** Take checks to Student Accounts (630.844.5470) in Eckhart 101

**Step Five:** Confirm the amount deposited and account number. Get a receipt from Student Accounts.

**Step Six:** File and account for the change to your student organization's ledger

**DEPOSIT TRANSMITTAL FORM**

DATE:	
DESCRIPTION:	
PREPARED BY:	
GL #	

Account Number

**OLD SECOND NATIONAL BANK DEPOSIT**

Payer Name:	Check #	Check Amount:
<b>TOTAL CHECKS:</b>		\$ -
<b>TOTAL CASH:</b>		\$ -
<b>DEPOSIT TOTAL:</b>		\$ -

Total just the checks here

Add cash here

## Taking Money Out

**Aurora University does not reimburse students, faculty, or staff for sales tax. Tax exempt forms are available from the Office of Student Activities.**

**Step One:** Retrieve a copy of the [Student Organization Purchase/Payment Requisition + Instruction](#)

(AU Homepage - Faculty & Staff – Intranet – Business Office)

The screenshot shows the Aurora University homepage. The top navigation bar includes 'Home', 'Prospective Students', 'Current Students', 'Parents and Visitors', and 'Faculty and Staff'. A dropdown menu for 'Faculty and Staff' is open, showing 'Faculty Resources', 'Faculty Handbook', 'Human Resources', and 'Staff Executive Council'. A black arrow points to 'Faculty Resources'. On the right side, under 'Department Information and Contacts', there is a list of links including 'AU Telephone, Fax and E-mail Directory', 'Business Office', and 'Office of the Registrar'. A black arrow points to 'Business Office'. Other sections include 'Emergency Preparedness Documents', 'Governance and Policy Documents', 'Newsletters', 'Strategic Planning', and 'Reports, Statistics, Technical Information'.

**Step Two:** Fill in all relevant information

Areas in green are available for completion. Other areas are write-protected. The total column is calculated automatically. This form is designed for on-line completion: however, a printed copy with original signatures is required before processing in the Business Office can be completed.

**Choose One:** Indicate if this is a Purchase Order (required for purchases of \$500+) or a Payment Requisition (under \$500 or employee/student reimbursements.)

**Vendor Name and Address:** Vendor name only if you have used this vendor in the past; complete the address if this is a new vendor or a new address for a vendor

**Vendor Phone:** required for new vendor or new phone number for a vendor

**Vendor Fax:** Purchase Orders are faxed to vendors whenever possible **Account Number:** Fill in the middle five digits of your organization's account number. You can split the cost between account numbers.

**Description:** This section is the communication with the vendor detailing exactly what is being ordered, the quantity, price per unit with the total automatically calculated.

**Requested by:** initiator of this order

**Organization:** for mailroom merchandise delivery information

### Payment Information:

**Deliver check to:** i.e. -- if this is a payment requisition or a purchase order needing an advance check but the check needs to be returned to the initiator

### Purchase Order Information:

**Deliver Order to:** Vendor info-which campus to deliver merchandise

**Date Goods needed:** Vendor info

**Deposit required with PO:** the amount of payment needing to accompany a mailed copy of the order



## Account Ledger

It is the responsibility of each student organization to retain accurate records of the student organization's expenditures and deposits. The organization can choose how they want to maintain these records, but it is important to remember that WebAdvisor's account status has a delay in posting receivables and payables.

### Example One: Accounting Journal

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
<b>General Journal</b>																				
2		Date		Description		Post Ref.		Debit		Credit										
3	1																			1
4	2																			2
5	3																			3
6	4																			4
7	5																			5
8	6																			6
9	7																			7
10	8																			8
11	9																			9
12	10																			10
13	11																			11
14	12																			12
15	13																			13

Total:

### Example Two: Modified Journal

1	A	B	C	D	E	F	G
<b>General Journal</b>							
2		Date		Description	(Debit)	Credit	Balance
3	1	1-Oct	2008	Starting Balance	\$ -	\$ -	\$ -
4	2	2-Oct	2008	Cookie Fundraising		\$ 25.00	\$ 25.00
5	3	3-Oct	2008	Jowel-Cookies cost	\$ 10.00		\$ 15.00
6	4	10-Oct	2008	Staff Dues: <a href="#">PayedDues.doc</a>		\$ 100.00	\$ 115.00
7	5	12-Nov	2008	Speaker- J. Lei	\$ 75.00		\$ 40.00
8	6	15-Nov	2008	Sodexo Pizza	\$ 15.00		\$ 25.00
9	7	5-Dec	2008	Holiday Fundraising		\$ 35.00	\$ 60.00
10	8						\$ 60.00
11	9						\$ 60.00

### Example Three: Checkbook

1	A	B	C	D	E	F	G
<b>CHECK REGISTER</b>							
				Savings Total:	\$1,796.05	\$60.00	Not Cleared
				Checking Total:	\$2,440.00	(\$2,500.00)	
					\$4,236.05		
5	<i>It's Twenty After Eleven</i>			Copy and paste check mark into this column to clear the payment.			If the amount not cleared is equal to zero, these "not cleared" lines disappear.
7	DATE	✓	TRANSACTION	CHECK #	WITHDRAWAL	DEPOSIT	BALANCE
8	1/1/2008	✓	NEW BEG BAL				\$2,000.00
9							\$2,000.00
10	1/2/2008	✓	GAS	324	\$60.00		\$60.00
11							\$1,940.00
12	1/3/2008	✓	PAYCHECK			\$800.00	\$800.00
13							\$2,740.00
14	1/4/2008	✓	GORCERY STORE	DC	\$240.00		\$240.00
15							\$2,500.00
16	1/14/2008		GAS		\$60.00		\$60.00
17							\$2,440.00
18							

**Code of Finance**

At the first annual meeting of the Appropriations Committee, the committee members will establish a set of guidelines for the year. These are to be completed in accordance with the AUSA Constitution, and shall be available through the AUSA Treasurer upon request. The purpose of the code is to provide consistency in allocations for the year by serving as guidelines for the committee. Elements of the code that shall remain constant from year to year are as follows:

1. Only activities that are open to the entire student body may be considered for full funding.
2. All allocations are subject to available funds.
3. Uniforms, clothing, induction fees and dues will not be funded.
4. Organizations may request funding for the cost of fundraisers; however, they are expected to payback the whole amount within two weeks of the completion of the fundraiser. All additional money must be deposited within the organization's Aurora account within two working days.
5. Only events that have been approved by the OSA will be considered for allocation.
6. Only recognized student organizations, in good standing, may request funding.
7. Organization allocations may not supplement elements that should be covered through the academic funds provided by Aurora University.

Organizations may not request funding from the Appropriations Committee if they have an outstanding balance with either the Business Office or the Student Accounts Office. Organizations are responsible for ensuring that their accounts are kept in good standing and in the positive. All outstanding balances must be paid by the end of the term in which they were incurred. Organizations that have outstanding balances that have not been cleared by the end of the term must make payment arrangements with the Business office and the OSA. Failure to make arrangements or to fulfill the obligation of payment will result in loss of recognition of the organization. Organizations that are not recognized, forfeit all rights and privileges afforded them as stated earlier in this guide.

Location of Forms
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All of the forms listed below can be found on the Student Activities website located here:  
<http://aurora.edu/student-life/activities/forms.html>

Deposit Transmittal Form

Event Registration & Funding Request Form

Student Organization Purchase/Payment Requisition + Instructions

Student Organization Handbook

Tax Exempt forms can be found in the Office of Student Activities