

Student Organization Financial Guide

The Office of Accounting Services at the University of Central Missouri is committed to serve recognized student organizations (RSO) by:

1. Assisting and educating officers about their financial responsibilities.
2. Insuring the accuracy of comprehensive financial records.
3. Aiding organizations in keeping their activities in sound financial condition.
4. Facilitating continuity between financial officers and their successors.
5. Providing the means for recognized organizations to use University facilities and services.
6. Maintaining and upholding fiduciary guidelines as custodians of student organization funds.

Essential Information for RSO Transactions:

- The RSO Fund number or Index Code for your organization.
- The exact name of your student organization.
- Who is the organization's authorized signers?

University Agency Funds (AF) Account

What is an AF account?

A University Agency Fund (AF), is a fund on the University's Chart of Accounts that contains funds that do not belong to the University by means of tuition, fees or other revenues. Each RSO raises its own supporting funds through personal donations, money received through fundraising events, and member dues. Due to University policy, University funds cannot be donated to charity on behalf of a student organization, therefore groups are not permitted to use University for donation purposes.

How to Open an AF Account

A student organization that is registered and has active status can choose to set up an AF account. The request can be made in person at the Office of Accounting Services. Authorized signers on the original University funded account will be transferred over as authorized signers on the AF account.

How to donate funds from the AF account

A student organization will fill out a Payment Request form using the same procedure used for reimbursement. In addition to the form, a group is required to attach a brief memo including the date, purpose of the donation, where the donation is going and how the money was raised, signed by all authorized signers. This will provide support for audit purposes.

Closing an AF Account

An account must have a zero balance in order to close. If there are funds remaining in the account and all outstanding debts have been cleared, your organization may choose to donate/transfer the funds to another recognized student organization or other University account. The closing account will not be able to disburse the funds without proper documentation (e.g. receipts, invoices, or other evidence of outstanding debt). To close an account, a letter of explanation detailing the reason for closing the account and specifying the destination account signed by at least two authorized signers must be submitted to the Office of Campus Activities.

Accounting Services suspends all inactive accounts yearly. An organization that is not a currently registered RSO is considered to be inactive. Accounting Services will close any accounts that have been inactive for 2 years. Any funds remaining in the account that is closed due to inactivity will be transferred to a defined account.

Commercial Bank Accounts

Some student organizations view bank accounts in outside financial institutions as beneficial. Use of outside accounts is **STRONGLY** discouraged!

Banks require either an individual's Social Security Number or a federal tax identification number for a company. No student organization is authorized to use the University's tax identification number to open an outside bank account.

There are no institutional checks on spending from an outside bank account. Many student organizations have found themselves without recourse after their outside account was depleted as a result of unauthorized withdrawals.

If you see a benefit for your organization by opening an outside account, please speak to Campus Activities or Accounting Services first. Accounting Services works to make the procedures and processes as streamlined and efficient as possible. Your feedback and input are integral to this process!

Depositing Funds

Any and all money received by an organization or raised on University property must be deposited into your RSO account. Deposits must be made in person at the Accounting Services office (ADM 316) and can be made by any person affiliated with your group. All funds deposited are subject to University of Central Missouri rules and regulations.

Note: Do not send deposits through Campus or U.S. mail. Take all deposits directly to the Financial Services office, ADM 316.

You should have a total count of the money to be deposited, and a subtotal of each category (currency, coin and checks). A completed deposit form found at http://www.ucmo.edu/acctserv/documents/Depositform_000.pdf must be remitted with deposit. The depositor should take the following steps to expedite the depositing process:

Currency - Separate by denomination with bills facing up.

Coin - Include small amounts in the total of the deposit. Large amounts of loose coins (including bucket drives) can either be taken to the bank and replaced with bills, prior to depositing at Financial Services, or left unrolled when taking directly to Financial Services.

Check/Money Orders - Must be payable to the University of Central Missouri and restrictively endorsed on the back right end. The RSO FOAPAL must be written on the front of each item and the complete name of the organization in the memo field of the check. **Note: Two-party checks will not be accepted.**

Upon deposit, Accounting Services credits your account for the deposit including the amount of any checks. Consequently, checks that are returned for any reason (i.e. account closed, insufficient funds) will be charged back against the organization's account in the amount of the check. Please ask for driver's license number and issuing state or date of birth for the account holder. Write on top middle portion of check with your initials. This will add in the collection of the check should it be returned for non-payment.

Assigning Revenue Account Codes

You must assign a revenue code to each deposit. Revenue Account Codes identify funds deposited into your organization's account. They are used extensively on the University's monthly financial statements, which are available for every account. These reports reflect your group's revenue as well as expenses on a monthly basis.

NOTE: Revenue from the sale of tangible items (i.e. t-shirts, records, books, etc.) must be deposited separated between sales of goods and the appropriate sales tax withheld to be reported to the State of Missouri.

Once a deposit is processed in Accounting Services – the organization is given a receipt of the deposit. Each organization should retain this receipt for its records for subsequent verification against each month's account statements.

All funds generated by student organizations on University Property must be deposited into a RSO account. Those funds can be used for the following purposes only:

- To benefit organizations defined in Sections 170(B)(1)(A) and 501(c)(3) of the Internal Revenue Code.
- To benefit a substantial segment of the student body, faculty, or staff.
- To aid in the accomplishment of lawful and legitimate University-related purposes of the sponsoring organization.

Student organizations must provide adequate assurance that the funds generated are used for the purposes, which are described above. The University will refuse to disburse funds for purposes which are against University policy and/or do not fall within RSO procedures.

Change Fund

Some events require door sales, or have other circumstances where your organization may need change for cash transactions. If change is needed for your event, Accounting Services will supply the necessary coins and/or currency, provided there are sufficient funds in your account to encumber until the change fund is returned. Accounting Services will place a hold on the account until the change fund is returned.

Note: An organization may only have one change fund at a time.

Using Funds in Your Account

The RSO “banking system” is different from the usual banking system with which you may be familiar. Accounting Services serves as your financial advisor (bank) and will issue checks from the University on behalf of your organization. Checks will be issued based on your request and pending verification of the information provided. Accounting Services cannot issue checkbooks to student organizations. If any special situations arise, Accounting Services will work with your organization to find a solution. Before any disbursements are processed, the following required information is verified:

- The agency fund number
- The authorizing signatures
- Supporting documentation
- The account balance

If any of the required information is invalid or missing, the attempted transaction will not be completed. Any transactions that will place an account under a minimum balance of \$10 will be held until sufficient funds are deposited into your account.

There are four ways to disburse funds from your account:

- Purchase Order (payment to vendor)
- Travel Expense Voucher (reimbursement)
- Interdepartmental Transaction Form (within University departments)
- Payment Request Form (services)

All expenses must adhere to the University of Central Missouri’s Fiscal Policy and Travel Guidelines.

Adding and Deleting Signers

Any changes to the authorized signers on an RSO account will require the approval of two current authorized signers. To add or remove a signer to an RSO account, please send a memorandum to Accounting Services. This memo should outline the proposed changes to the RSO and be signed by each of the authorized signers.

Payment Request Form

A check request for reimbursement can be submitted by completing the payment request form found at <http://www.ucmo.edu/payable/forms.cfm>.

The payment request form and supporting documentation need to be taken to the Accounts Payable Office for verification of receipts and funds in order to complete the request. Checks are sent US mail. In certain circumstances, checks can be picked up with a valid picture ID by the recipient of the disbursement or an authorized signer on the account.

NOTE: Additional information is needed to pay an individual for services or an individual who, in turn, paid someone who provided service to the organization. Student organizations must complete a payment request form, a certificate of self-employment form and W-9 to pay individuals for services rendered.

Authorized Signatures

An authorized signer cannot independently authorize a check (sign a Disbursement Authorization form) for him/herself or a relative. In addition, an authorized signer attempting to access funds from the account must be currently enrolled as a student at the University of Central Missouri.

Expense Account Codes and Description

Expense Account Codes help the University's financial system identify various types of expenditures, which are charged to your account. They are used extensively on the University's financial statements which are available to every student organization. These reports reflect your account's activity on a monthly basis.

Supporting Documentation

All Payment Request Forms require supporting documentation to ensure that funds derived from University sources are properly accounted for, and that no funds are used for private gain. All supporting documentation is imaged and is available for in-office inspection by authorized signers on the account. The inset contains a list of requirements essential for valid supporting documentation.

Documentation needed when reimbursing an individual from your RSO account

All documents must be originals (no copies or faxes)

Note: All other funding sources (schools, student governments and departments should be given COPIES only).

Receipts

- Establishments that serve alcohol must be itemized
- Must state vendor name
- Must be dated
- Must contain an amount and description of transaction
- Receipts from online purchases must show the complete company address, credit card type, amount paid, and clearly state the items purchased

Invoices

- Must be dated
- Must contain an amount and description of transaction
- Must state vendor name (on letterhead or stamp)
- Must clearly indicate "PAID" by the vendor
- Establishments that serve alcohol must be itemized

A Credit card statement is not an acceptable document for proof of purchase and is only to be used as secondary support. Documents labeled as a "Statement" are not acceptable means of proof of payment for reimbursement or to be used as support for payment.

Note: Accounts Payable reserves the right to request further support for any transaction.

Mileage Reimbursement

University of Central Missouri policy does not allow reimbursement for the purchase of fuel; however the University does permit mileage reimbursement equivalent to the current UCM Mileage Rate. The current mileage rate can be found in at: <http://mileagepad.com/irs-mileage-rates/>. Reimbursement will be done through the Travel Expense Reimbursement Form and the following must be supplied as the support documentation for disbursement:

- Mileage Reimbursement Form must be completed for all mileage reimbursements
 - This form is used to calculate how much an individual will be eligible for based on the current IRS mileage rate and the total number of miles travelled.
 - This form must be signed by an authorized signer on the account for authorization
 - Please remember that if one of the signers is the payee on the disbursement they cannot be the signer on the form.
 - This form can be found on the Accounts Payable website at <http://www.ucmo.edu/payable/forms.cfm>.
- A map showing the total travel route (can be Map Quest, Google Maps, etc.)

NOTE: Accounts Payable will reimburse for fuel when a university vehicle was used. In this case Accounts Payable will accept the fuel receipts along with a Travel Expense Reimbursement Form. Please indicate on the receipt that the fuel was purchased for a University vehicle.

Gifts and Awards

If a student organization wishes to award gifts and/or prizes to an individual, reimbursement can be done through the RSO account. Awards of \$600.00 or less will be processed through a Disbursement Authorization form. Supporting documentation should include the following:
A flyer and/or memo describing the contest and the amount awarded

- Brief explanation of the judging criteria
- Signed by all authorized signers
- Completed W9 for the person receiving gift card or award

NOTES:

- *When requesting reimbursement for gift cards, a completed W9 is required from the person receiving the gift card. The W9 must be presented at time disbursement is requested. Gift cards from establishments that sell alcohol, tobacco, firearms/ammunition, and/or fuel are not permitted to be reimbursed.*
- *If the individual is a current employee at the University, or has been employed within the previous 12 months, award will be subject to the withholding of taxes. Contact Accounts Payable for questions/concerns pertaining to tax issues.*

Purchase Orders

In order to utilize the University of Central Missouri's purchase order system, the RSO will need to work with the Campus Activities Office to enter the requisition into the university's e-procurement system. This requisition will be turned into a purchase order.

Transfer of Funds

If an organization needs to transfer funds from their RSO account to another student organization or UCM departmental an Interdepartmental Transaction Form (IDT) must be completed.

The IDT Form should be completed as follows:

- Amount to be transferred
- Organization name and FOAPAL being credited (where you are sending the money to)
- Expense account code
- Description of the transfer

Accounting Services will process the forms and the supporting documents will be imaged for recordkeeping.

Maintaining Balances in Accounts

The financial officers of your organization have been entrusted with the great responsibility of financial management and record keeping for your group. In performing the duties of financial officer, it is important to have a clear and accurate picture of the organization's monetary status at all times. Student organizations are advised to keep independent financial records and use the monthly management reports and audits as checks on their internal records. Please consult with Accounting Services personnel with any questions you may have regarding your financial activity.

Financial Statement of Activity

A computerized Statement of Activity from UCM's Banner Finance System can be generated for every account at any time during the month. Statements of activity, along with the organization's financial records, should be accurately maintained from year to year, and passed along to the new officers. This will help assist the new officers in preparing budgets, financial reports, and in planning activities for the upcoming year. Financial officers should check the statements against their records to verify all transactions that have occurred. If there are any differences in statement balances and your organization's records, the discrepancy should be investigated immediately. The Accounting Services staff is always available to answer any questions and resolve problems regarding your statements.

Account Information Requests

Authorized signers for groups may contact the Accounting Services office anytime by phone or email to request account information such as account numbers, balances or to request a statement to be emailed to them. We can be reached by phone at 660-543-4700 or email at dunderwood@ucmo.edu (make sure to send the request from your @ucmo.edu email). Be sure to provide your name, group name and account number in your request.

Audits

Financial records of student organizations are subject to audit by the University of Central Missouri and Freedom of Information Act at any time. It is therefore important that your organization maintain orderly and detailed records of all transactions and events.

Deficit Balances

Organizations are not permitted to run deficit balances. If an account does run a deficit, Accounting Services will place a freeze on the organization's account(s), and no further transactions will be permitted until the account balance is increased to the required \$10 minimum. Accounting Services will notify the organization if their account balance is in deficit. To stay up to date on the financial status of your account and to help prevent an account from running a deficit balance, you are highly encouraged to keep independent records and to review your account activity no less than monthly. The organization must make a deposit into their account to remove the deficit. In cases where organizations may have more than one account, a funds transfer can be processed to cover the deficit.

University departments will receive monthly listings of any RSO deficit accounts. They are instructed not to accept requests or charges initiated by those organizations that appear on the listing. It is the responsibility of the authorized signers to secure funds in the account before incurring any University services.