Student Organization
Treasurer Training
2016-2017
Training Outline

• Introductions
• Treasurer Responsibilities
• Available Funding
• Auditing CSA Funds
• Registration Basics
• Roles and Responsibilities
• Resources for Operations
Role of the Treasurer

- Approve Spending
- Chief Financial Officer
- Manage All Funds
- Request Funds
- Collect Dues
- Financial Wellness
- Maintain Records
- Provide Financial Leadership
Budget Management

Maintain Written Budget
- Google Doc
- Cell phone Apps
- Mobile Banking

Approve All Expenses
- Only YOU can approve expenses
- Don’t spend more than you have
- No receipt = No reimbursement

Keep All Financial Records
- Present frequent updates to organization
- Builds more accurate budgets
- Pass along to next treasurer
### Sample Budgets

#### Operating Expenditures

<table>
<thead>
<tr>
<th>Budget Item</th>
<th>Budgeted Cost</th>
<th>Actual Cost</th>
<th>Variation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Binders</td>
<td>45</td>
<td>30.95</td>
<td>-14.05</td>
</tr>
<tr>
<td>Pens/Pencils</td>
<td>15</td>
<td>16</td>
<td>1</td>
</tr>
<tr>
<td>Printer Ink</td>
<td>65</td>
<td>70</td>
<td>5</td>
</tr>
<tr>
<td>New Member Tshirts</td>
<td>350</td>
<td>325.97</td>
<td>-24.03</td>
</tr>
<tr>
<td>Printer Paper</td>
<td>50</td>
<td>60</td>
<td>10</td>
</tr>
<tr>
<td>National Dues</td>
<td>3500</td>
<td>3500</td>
<td>0</td>
</tr>
<tr>
<td>National Conference Travel</td>
<td>1000</td>
<td>600</td>
<td>-400</td>
</tr>
<tr>
<td><strong>OVERALL (A)</strong></td>
<td><strong>5025</strong></td>
<td><strong>4602.92</strong></td>
<td><strong>422.08</strong></td>
</tr>
</tbody>
</table>
## Sample Budgets

**Programming Expenditures**

<table>
<thead>
<tr>
<th>Budget Item</th>
<th>Budgeted Cost</th>
<th>Actual Cost</th>
<th>Variation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ohio Union Space</td>
<td>2000</td>
<td>2000</td>
<td>0</td>
</tr>
<tr>
<td>Catering</td>
<td>500</td>
<td>800</td>
<td>300</td>
</tr>
<tr>
<td>A/V Needs</td>
<td>300</td>
<td>250</td>
<td>-50</td>
</tr>
<tr>
<td>Labor</td>
<td>167.5</td>
<td>167.5</td>
<td>0</td>
</tr>
<tr>
<td>Overall (B)</td>
<td>2967.5</td>
<td>3217.5</td>
<td></td>
</tr>
</tbody>
</table>
## Sample Budgets

<table>
<thead>
<tr>
<th>Budget Item</th>
<th>Budgeted Income</th>
<th>Actual Income</th>
<th>Variation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member Dues</td>
<td>5000</td>
<td>5000</td>
<td>0</td>
</tr>
<tr>
<td>Annual Fundraiser</td>
<td>2000</td>
<td>2500</td>
<td>500</td>
</tr>
<tr>
<td>Alumni Donations</td>
<td>500</td>
<td>300</td>
<td>-200</td>
</tr>
<tr>
<td><strong>OVERALL (C)</strong></td>
<td>7500</td>
<td>7800</td>
<td></td>
</tr>
</tbody>
</table>
## Sample Budgets

<table>
<thead>
<tr>
<th>Account Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>$7,800.00 Overall (C)</td>
</tr>
<tr>
<td>-$7,760.42 [Overall (A) + Overall (B)]</td>
</tr>
</tbody>
</table>

$39.58 Remaining $ in Account
Event Planning

- Be involved with the planning stages of each event
- Meet regularly with chairs to discuss budget
- Set realistic expectations and budgets
Fundraising

- Organizations may only partner with Barnes and Noble if fundraising with a bookstore

*No spending restrictions on money you fundraise*
Fundraising & Sponsorship

Based on university agreements…

Barnes & Noble (fundraising)
Coca-Cola (sponsorship)
Huntington Bank (first right of refusal)
U.S. Bank (for events in the Ohio Union only)
Additional Funding Resources

ouab.osu.edu  ipc.osu.edu  cgs.osu.edu

usg.osu.edu
CSA Funding Process
Student Activity Fee

All students pay $37.50 into the activity fee each semester.

The fee is allocated to:

- **Ohio Union Activities Board**: 52%
- **D-Tix**: 6%
- **Student Organizations**: 13%
- **Student Governments**: 7%
- **Buck-I-SERV**: 6%
- **Signature Events**: 13%
- **Pay It Forward**: 13%
Funding Oversight

Council on Student Affairs

Allocations Subcommittee
Student Activities Staff
Treasurers
Eligibility for Funding

1. Obtain EIN from IRS
   - Check out ohiounion.osu.edu for step by step instructions

2. Complete AP Compliance form
   - Form can be found on the Ohio Union website

3. Create organization checking account
   - Huntington, US Bank, and PNC are great options

4. Apply for funds
   - Only the treasurer can apply for CSA funds

• Check out ohiounion.osu.edu for step by step instructions
• Form can be found on the Ohio Union website
• Huntington, US Bank, and PNC are great options
• Only the treasurer can apply for CSA funds
Operating Funds
Operating Funds

- Very flexible for use in daily operations
- $200 annually
- Apply between July 1st and April 1st
- Submit receipts and unused funds by May 1st
- Check cut in advance
Operating Expenses

- Advertising Promotion Printing
- National Dues Fees
- Travel and Transportation to retreats and conferences
- Bank Charges Checks
- Membership Awards
- Equipment Costs Facility Rental Fees
- Books Subscriptions
- Office Supplies

Up to $100 on food for recruitment events
Apply for funds online

Receive email once request has been processed

Only the treasurer has access to the application

May be asked for additional information

Submit audit by May 1st

Submit all receipts and unused funds at once

Pick up check from Resource Room
Top Five Things You Need to Know About Operating Funds

1. $200 annually
2. Spend on items needed for day to day operations
3. Apply between July 1\textsuperscript{st} and April 1\textsuperscript{st}
4. Submit audit by May 1\textsuperscript{st}
5. Only the treasurer has access to the application
Questions?
Programming Funds
Programming Funds

Eligible for $2000 or $3000 depending on level of active status

Funds issued on a reimbursement basis

Can pay departments, the RPAC, and Ohio Union directly

Must submit receipts within 30 days of your event

Apply by one of 5 deadlines, depending on event date
Programming Funds

Request deadline based on event date:

- July 1: program dates 8/16 – 10/15
- September 1: program dates 10/16 – 12/31
- November 15: program dates 1/1 – 3/15
- February 1: program dates 3/16 – 5/31
- April 15: program dates 6/1 – 8/15
Fundable Programs

1. Educational or Service Activity
2. Open to all students across campus
3. Broadly marketed
4. Be held on campus
Non-Fundable Programs

- Revenue Creation
- Tabling
- Donations
- Banquets
- Political Lobbying
- Recruitment
Reimbursement Categories

**Fully Fundable**
- Reimbursed up to the approved amount
  - Speaker fees, venue rentals
  - Consumable supplies, speaker travel

**Percent Limited**
- Reimbursed at a percentage of total expenses
  - Food (40%)
  - Apparel (20%)
  - Marketing (20%)
  - Takeaways (20%)
  - Service Travel (50%)
Programming Funds Timeline

Apply by deadline
- Will receive confirmation email

Allocations committee review
- Will be approved or asked for more information

Submit audit within 30 days
- Will receive two emails – check has been requested and check available

Hold program
- Pick up check
- Will receive confirmation email
- Will be approved or asked for more information
Top Five Things You Need to Know About Programming Funds

1. $2000 or $3000 annually
2. Issued on a reimbursement basis
3. Some reimbursements are based on a percentage
4. Apply by 1 of 5 deadlines, based on event date
5. Audits due 30 days after event
Programming Funds Walk Through
Treasurer Training 2016-2017
Questions?
Completing Audit Forms
Submitting an Audit

- Operating and programming funds only
  - Audit forms can be found on Ohio Union website

- Original, itemized receipts
  - Must show proof of payment and exactly what was purchased

- Submit to Resource Room
  - It’s ok if actual expenses vary from the original application
2014-2015 CSA Allocations Programming Funds Audit Form

Due to the Center for Student Leadership and Service in the Ohio Union, attn: Marjorie Obergfell within 30 days of the scheduled program date.

1. Write in your student organization, event name, and event date.

Full Student Organization Name: The Brutus Buckeye Fan Club

Title of Program: We Love Brutus 2K15

Date of Program: January 11th, 2015

2. List expenses individually in the most appropriate column.

<table>
<thead>
<tr>
<th>Category</th>
<th>Vendor(s)</th>
<th>Amount Spent</th>
<th>Explanation</th>
<th>Audited Amt. [Office Only]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entertainment</td>
<td>Ex. Southwest Mr. Brutus Staples</td>
<td>Ex. $290 $200 Ex. Speaker Flight Speaker Fee (waived) Printer cartridge, nametags</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speaker Costs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel Labor</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Attach all receipts to audit sheet and drop off at the Resource Room.
Purchase only Coca-Cola Products!
Acceptable!

You may need multiple documents to show itemization and proof of payment!

Proof of payment
<table>
<thead>
<tr>
<th>Charge</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>4/21/2011</td>
<td>$15.00 per wireless mic, rented 2 mics</td>
<td>$30.00</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Payment</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>4/21/2011</td>
<td>Invoice paid by: $30.00, receipt: I-55946958 -- usage fee</td>
<td>$30.00</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

Amount Due: $0.00
Payment received in the amount of $3000.

Robyn

April 1, 2011

robyn@robynahs.com
Proof of Payment: Cancelled Check

From the bank account, not a photocopy of the check

This (or bank statement) shows the funds have cleared your account
Lists **only total** and does not show items purchased.
Sales Order

Date: 3/31/2011  Order #: 20933

Bill To:
Jessica Ly
2905 Ontario St.
Columbus OH 43224

Ship To:
Jessica Ly
2905 Ontario St.
Columbus OH 43224

<table>
<thead>
<tr>
<th>Terms</th>
<th>Customer PO #</th>
<th>Sales Rep</th>
<th>In Hands Date</th>
<th>Production Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Card</td>
<td>157431online</td>
<td>Meagan Clark</td>
<td>4/7/2011</td>
<td>RUSH</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>USI Item #</th>
<th>Description</th>
<th>Qty</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pastelics Customize</td>
<td>624:255</td>
<td>Promotional Leather Look 8 1/2&quot; X 11&quot; Portfolio from Color: Black Imprint:Logo/logo (art will be emailed) Imprint Color: White Imprint Size: 3&quot; x 5&quot; Location: front</td>
<td>25</td>
<td>8.44</td>
<td>211.03</td>
</tr>
<tr>
<td>Set Up Chgs</td>
<td></td>
<td>Estimated Shipping: May result in additional charges (ground)</td>
<td>1</td>
<td>50.00</td>
<td>50.00</td>
</tr>
<tr>
<td>Shipping: Shipping</td>
<td></td>
<td></td>
<td>1</td>
<td>28.00</td>
<td>28.00</td>
</tr>
</tbody>
</table>

Total: $280.00

Important Notes & Conditions:
- Do not pay from this sales order. You will receive an invoice.
- Please review your sales order confirmation to make sure your order is correct.
- Check ship to address, delivery date, imprint information, and all other details.
- Production begins after the art proof has been approved. Delays in approval will hold up production time and could result in additional charges.
- Any shipping charges quoted are an estimate.
- Shipping prices are volatile and may be subject to change. One change is provided to the proof; after that changes will be subject to additional charges.
- Blank items are non-returnable and non-refundable.
- There is an order cancellation fee of $25, and may be subject to others factory fees.
Not Acceptable

Illegible – this group waited too long to turn in their audit!
Not Acceptable

List of item's purchased by the member

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Item Description</th>
<th>Unit Quantity</th>
<th>Unit Price</th>
<th>Retail Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>63945</td>
<td>AM SLICE 160</td>
<td>3.00 @</td>
<td>11.23</td>
<td>33.69</td>
</tr>
<tr>
<td>107148</td>
<td>BISQUICK SLB</td>
<td>3.00 @</td>
<td>4.58</td>
<td>13.74</td>
</tr>
<tr>
<td>256658</td>
<td>BEEF FRANKS</td>
<td>10.00 @</td>
<td>20.48</td>
<td>204.80</td>
</tr>
<tr>
<td>142186</td>
<td>SLICED HAM</td>
<td>2.00 @</td>
<td>7.18</td>
<td>14.36</td>
</tr>
<tr>
<td>685408</td>
<td>10 # BEEF</td>
<td>20.00 @</td>
<td>24.98</td>
<td>499.60</td>
</tr>
<tr>
<td>553892</td>
<td>2 MILK</td>
<td>2.00 @</td>
<td>2.39</td>
<td>4.78</td>
</tr>
<tr>
<td>277754</td>
<td>DOUBLESTUF</td>
<td>3.00 @</td>
<td>4.58</td>
<td>13.74</td>
</tr>
<tr>
<td>45929</td>
<td>HAM BUNS</td>
<td>32.00 @</td>
<td>2.02</td>
<td>64.64</td>
</tr>
<tr>
<td>633073</td>
<td>MOZ STICKS</td>
<td>3.00 @</td>
<td>9.98</td>
<td>29.94</td>
</tr>
<tr>
<td>681609</td>
<td>CKN THIGH</td>
<td>15.55 @</td>
<td>0.99</td>
<td>15.39</td>
</tr>
<tr>
<td>126604</td>
<td>CLEAR FRY</td>
<td>-1.00 @</td>
<td>26.23</td>
<td>-26.23</td>
</tr>
<tr>
<td>875868</td>
<td>30CT HALFPAN</td>
<td>4.00 @</td>
<td>6.48</td>
<td>25.92</td>
</tr>
<tr>
<td>46104</td>
<td>CHAFING FUEL</td>
<td>4.00 @</td>
<td>13.48</td>
<td>53.92</td>
</tr>
<tr>
<td>126604</td>
<td>CLEAR FRY</td>
<td>4.00 @</td>
<td>26.23</td>
<td>104.92</td>
</tr>
</tbody>
</table>
March 11, 2011

Contract for Etiquette Consulting Services

Location of Event:
Schoenbaum Hall
Building 251
210 W. Woodruff Avenue
Columbus, Ohio 43210

Contact Person:
Ms. Mindy Moore
President
The Professional Development Program
The Ohio State University

Event:
• The Art of Working a Room
• Date of Event: Wednesday, March 30, 2011
• Time of Event: 7:30-8:30 p.m.
• Number of Guests: 25-30

Investment of Etiquette Consulting Services:
• $350.00 x 1 hour = $350.00

Almost...

shows amount, does not show proof of payment
Ohio Union and RPAC

Invoices can be paid directly
Top Five Things You Need to Know About Completing an Audit

1. Original, itemized receipts including proof of payment required
2. May need multiple documents to show that!
3. Audit forms found on the Ohio Union website
4. Operating and Programming audits have different due dates
5. Submit to Resource Room
Questions?
Registration Basics
Registration Basics

• Student Organization Registration Year
  • Autumn Window (Aug 1 – Oct 15) registration
  • Spring Window (Feb 15 – Apr 30) registration

• Annual Requirements
  • Training (President, Treasurer, Advisor)
  • Online Updates (President)
  • Advisor Approvals (Advisor)
  • Financial Good Standing (Treasurer)

• Complete all your registration requirements during your organization’s Window

*Trainings completed outside of your registration window only apply to PREVIOUS registration window requirements.
statuses

Pending: Brand new organizations or organizations in the process of completing registration requirements.

Inactive: Organizations that have not completed all registration requirements by their registration Window deadline. Inactive organizations are ineligible to use the free resources for student organizations.
Statutes

**Active - New/Re-Established I or II**: Organizations that have been registered for less than two (2) continuous years or organizations with less than 15 members; all registration requirements completed by their Window’s deadline.

**Active - Established**: Organizations that have been registered for at least two (2) continuous years; at least 15 members of the organization; all registration requirements completed by their Window’s deadline.
Additional Requirements

• The three listed officers must have a minimum GPA above 2.0 for undergraduates, 3.0 for graduate students, and 2.0 for professional students each grading term.

• Officers must be enrolled in classes each term full time.
  • If organization officers are not enrolled, or have a below GPA during any term, that person will be notified via email. If after two consecutive terms an officer’s grades are still below the minimum, he/she will be asked to step down and find a replacement.

• Students may not serve as an officer of more than 3 different student organizations.
Role of the President

- Complete and manage registration for organization
- Coordinate meetings and events
- Correspond on behalf of organization
- Communicate with organization membership and advisor
- Set vision, direction, and goals for the year
- Identify future leaders
- Lead the organization
Role of the Advisor

- University Faculty or Staff member
- Primary resource for the organization
- Meet with officers
- Complete Advisor Certification
- Approve organization registration and goals annually
- **Approve all funding requests**
- **Co-signer on organization bank account**
Resources for Operations
Student Organization Staff

**Ally Himes** – Coordinator of Student Organizations
Himes.86@osu.edu

**Jasmine Scott** – Coordinator of the Center for Student Leadership & Service
Resource Room & Office Space
Scott.1935@osu.edu

**Jen Pelletier** – Associate Director of Leadership, Student Organizations, & Service
Pelletier.17@osu.edu

**MacGregor Obergfell** – Fiscal Officer
Obergfell.1@osu.edu

**MacGregor’s Office Hours:** Wednesdays from 1pm to 2:30pm in the Presidents Room in the Keith B. Key Center for Student Leadership and Service and on Fridays from 9:30am to 11am in the Flag Room in the Keith B. Key Center for Student Leadership and Service
Keith B. Key Center for Student Leadership & Service

Students can connect with leadership and service initiatives, engage with student organizations, advance learning, and create lasting memories.
Keith B. Key Center for Student Leadership & Service

- Lounge
- Graphics Department
- Video Department
- Meeting Rooms
- Office Space & Lockers
- Leadership Library
Resource Room

• Some resources have an associated cost. Items without cost are free. Each student organization receives a yearly $250 Line of Credit to spend on resources. You don’t have to pay it back!

• Your Line of Credit resets on the last day of your organization’s registration Window. You spend your Line of Credit from the previous year through the end of your registration Window.

• New organizations will receive a $25 Line of Credit for their first 60 days of Pending status

• All members listed on an organization’s roster can use the organization’s Line of Credit, unless organization restricts.
Resource Room

• Only three primary officers may reserve and check out equipment.
• When your Line of Credit runs out, if your status is Inactive, or whenever you desire, you can purchase items at their cost from the Resource Room.
• Individuals can purchase items from the Resource Room.
Coke Beverage Donation

• Donations are for events, rather than for meetings.
• The event must be on or near campus.
• The request form must be filled out online at least 2 weeks prior to the event for which the beverages are needed. [http://studentlife.osu.edu/coke](http://studentlife.osu.edu/coke)
• Several pick-up locations, including the Ohio Union
• Not able to serve or distribute non-Coca-Cola products on campus property, nor use university funds to purchase non-Coca-Cola products for events or programs on or off campus.
Sign-in Sheet
Complete Evaluation
Stop by Resource Room

Thanks for Coming!