Treasurer's Training for Student Organizations

Lynette Venard 405.744.5881 | studorg@okstate.edu 304 Whitehurst

Signature Card

- Signed electronically

- Update CampusLink officer information

- Request a new signature card at - https://campuslink.okstate.edu/submitter/form/start/432461

- University Accounting will compare signatures from signature card to disbursement voucher to process disbursement vouchers.

Deposits

- Must be made within 24 hours of receipt of funds

- Take deposit transmittal form with funds to Bursar's office in 113 Student Union
    - Deposit form and instructions - https://adminfinance.okstate.edu/uac/student-org-info.html

- Need name of student organization, fund code, phone number of treasurer and phone number of advisor on back of checks

OSU
CAMPUS LIFE

PhilanthroPete

- Once your project is approved and donations are received, the money does NOT go to the OSU ledger 9 fund.

- Use OSU Foundation vouchers to access the funds.

- The department's fiscal officer is the contact person

- Kyle Stringer – kstringer@osugiving.com

OSU Marketplace

- Ecommerce platform for student groups to take online payments for products and services (dues, graduation stoles, promotional items* etc)

- OSU Merchant Services works with a student group on set up and managing an online store

- Revenue is automatically deposited into ledger 9 fund
  - **merchantservices@okstate.edu**

- Other Ecommerce solutions –
  - Some local or online stores will set up a "pro shop" where you can sell promotional items directly to the purchaser. Contact Stillwater Screenprinting, Dupree's or Chris' for more information.

Welcome to Oklahoma State Marketplace

Thank you for shopping at Oklahoma State Marketplace.
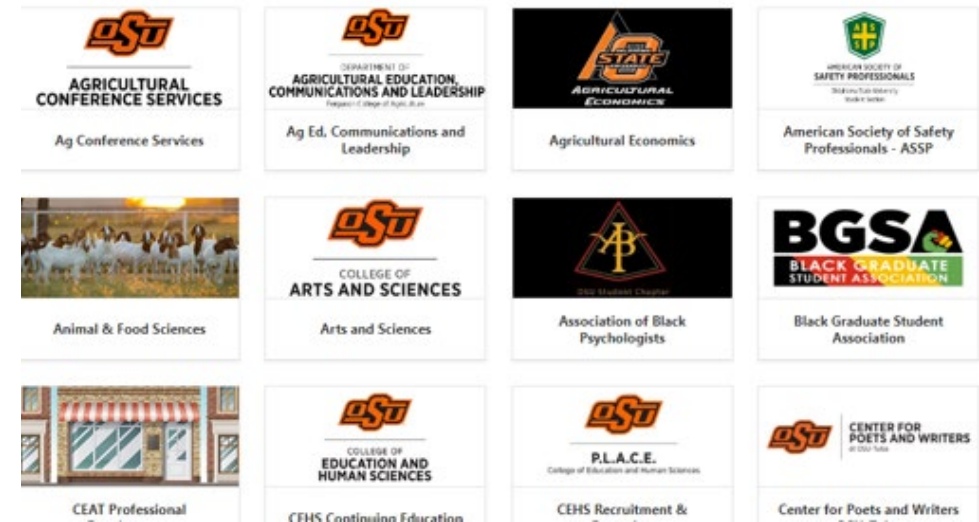
Disbursement Vouchers

Used To:

- **Reimburse someone:**
- CWID along with name and address
- **To pay a company:**
- You must have the FEI number (tax ID number) along with name and address

Available In:

- **304 Whitehurst**
- **Online -** https://adminfinance.okstate.edu/uac/student-org-info.html
- Voucher must be signed by President or Treasurer *and* Advisor

Disbursement Vouchers

- Include itemized receipt or invoice to be paid or reimbursed

- Itemized original receipt must include date of transaction, amount, vendor name and itemized description of item(s) purchased & show proof of payment

- **2 copies** of the disbursement voucher are needed

- If mailing a form to vendor, must include extra copy to be attached to the remit voucher

- A check is usually issued within 2 weeks after being approved for payment by University Accounting

- Treasurer will need to keep copies of the disbursement vouchers to reconcile with FGRODTA's

- **Student organizations are not exempt from paying sales tax**

Campus Vendor Invoices

- If purchase items from bookstore or rent vehicles from Motor Pool, OSU campus department will charge student organization (DO NOT use disbursement voucher)

- Examples: Motor Pool, Student Union University Store, Daily O'Colly and Facilities Management work orders for A-frames

Purchasing Gift Cards

- Maximum amount $25 per card – limit of $250 for all cards

- Keep log with name, address, CWID, and amount of gift card for each recipient

- Each recipient must sign a gift card log

- That log must be attached to disbursement voucher

Gift Card Log Example

Name of Recipient	Address	CWID	Amount of Gift Card	Signature
Lea Johnson	123 Smith Street, Stillwater, OK, 74074	A123148450	$25.00	

Transfers

- Student organizations may transfer funds to another student organization

- Memo needs to include current date, name and fund code (1-991XXX) of student organization receiving funds and name and fund code (1-991XXX) of student organization paying funds

- Memo must be signed by President or Treasurer and Advisor of organization paying the funds

CAMPUS LIFE

Donations

- Student organizations receiving Activity Fee Allocations (AFAP) funds can't use those funds to make a charitable donation

- Use a disbursement voucher to make a donation

- Required documentation includes a copy of the deposit showing funds were deposited into the student organization fund and a memo with the description, name, and address of the charity.
  - Memo must be signed by the advisor

Accounting Reports

- Available around 1st working day of month from advisor
- These are the typical accounting reports that you will use

- FGRGLTA/FGRFAAC – provides monthly fund balance
- FGRBDSC – provides current month and year to date amounts for revenue and expenses
- FGRODTA – lists all transactions for revenue and expenses for the current month

Accounting Reports

Revenue account codes

- 500140 - AFAP money
- 500960 - Deposits made at Bursar office
- 811970 - Transfers

- **Expense** account codes
- 708950 - Disbursement vouchers
- 705480 - Motor Pool rental of vehicle
- 708510 - Daily O'Collegian ads

FGRGLTA/FGRFAAC
Example

```
FGRFAAC 8.7                           OSU and A&M (PROD)                    02-AUG-2017 12:59:54 AM
FISCAL YEAR 18                    Fund/Account Activity Report                        PAGE 6662
                                      AS OF 31-JUL-2017

CHART:    1     Oklahoma State - General University
FUND :    991500  Ag Ambassadors

                                    BEGINNING                                        ENDING
ACCOUNT         ACCOUNT TITLE        BALANCE          DEBITS          CREDITS        BALANCE

119999 Claim On Cash                10,336.79       10,686.79          975.38        9,711.41
160000 Interchart Due/To From             .00          150.00          150.00             .00
169999 Interchart Claim on Cash           .00             .00          150.00         -150.00
TOTAL: Cash & Cash Equivalents      10,336.79       10,836.79        1,275.38        9,561.41

TOTAL: Assets                       10,336.79       10,836.79        1,275.38        9,561.41

210000 Accounts Payable                   .00          975.38          975.38             .00
TOTAL: Accounts Payable                   .00          975.38          975.38             .00

TOTAL: Liabilities                        .00          975.38          975.38             .00

301100 Revenue Control                    .00             .00          350.00         -350.00
302100 Expenditure Control                .00        1,125.38             .00        1,125.38
TOTAL: Control Accounts                   .00        1,125.38          350.00          775.38

TOTAL: Control Accounts                   .00        1,125.38          350.00          775.38

409090 Fund Balance - Agency Funds  -10,336.79       10,399.86       20,736.65      -10,336.79
TOTAL: Agency Funds                 -10,336.79       10,399.86       20,736.65      -10,336.79

TOTAL: Fund Balance                 -10,336.79       10,399.86       20,736.65      -10,336.79

    TOTAL LIABILITIES & FUND BALANCE:  -10,336.79    12,500.62       22,062.03       -9,561.41
```

CAMPUS LIFE

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FGRBDSC Example

```
REPORT FGRBDSC                          OSU and A&M (PROD)                          RUN DATE: 08/01/2017
FISCAL YEAR: 18                     Budget Status (Current Period)                  TIME: 11:31 PM
                                        AS OF 31-JUL-2017                           PAGE: 6938


COAS:        1      Oklahoma State - General University
FUND:        991263 Stu Govt Assn
PRED ORG:    E00444 Campus Life Administration
ORG:         100444 Campus Life Administration
```

ACCOUNT	ACCOUNT TITLE	ADJUSTED BUDGET	CURRENT PERIOD ACTIVITY	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE	CMT TYP
500960	Oth Non-Rev Receipt	.00	99.47	99.47	.00	-99.47	U
TOTAL	Other Operating Revenues	.00	99.47	99.47	.00	-99.47	
703030	Off Supp-Expendable	.00	75.05	75.05	.00	-75.05	U
TOTAL	Supplies & Materials	.00	75.05	75.05	.00	-75.05	
706300	Cvi Month Phone Chg	.00	129.25	129.25	.00	-129.25	U
706350	Cvi Long Distance C	.00	3.00	3.00	.00	-3.00	U
TOTAL	Communications	.00	132.25	132.25	.00	-132.25	
707200	Repr & M-Building	.00	91.15	91.15	.00	-91.15	U
TOTAL	Contractual Services	.00	91.15	91.15	.00	-91.15	
708950	Othr C Exp-A/Trust	.00	834.32	834.32	.00	-834.32	U
TOTAL	Other Operating Expenses	.00	834.32	834.32	.00	-834.32	

```
TOTAL ORGANIZATION
100444   Campus Life Administration
TOTAL    Revenue                        .00      99.47         99.47       .00       -99.47
TOTAL    Expenditures                   .00   1,132.77      1,132.77       .00    -1,132.77

NET                                     .00  -1,033.30     -1,033.30       .00     1,033.30
```

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FGRODTA Example

```
01-AUG-2017 11:20:46 PM                          OSU and A&M (PROD)                              PAGE 11549
FISCAL YEAR 18                               Organization Detail Activity                        FGRODTA
                                          From 01-JUL-2017 To 31-JUL-2017


COAS: 1              Oklahoma State - General University
ORG: 100444          Campus Life Administration


TRANS      TRAN  DOCUMENT DOCUMENT                          ACCOUNT/     BUDGET       TRANSACTION    ENCUMBRANCE   CMT
DATE       TYPE  NUMBER   REF #     DESCRIPTION             FUND         ACTIVITY     ACTIVITY       ACTIVITY      TYP

                          Stu Govt Assn                     991263

BEGINNING BALANCE:  Oth Non-Rev Receipt                     500960          0.00           0.00          0.00
07/06/2017 CH1   F0015077 108976    student gov association 500960                        24.47                   U
07/19/2017 C1H   J0073063           Inter Agency Transfer   500960                        75.00                   U
ENDING BALANCE:     Oth Non-Rev Receipt                     500960          0.00          99.47          0.00


BEGINNING BALANCE:  Off Supp-Expendable                     703030          0.00           0.00          0.00
07/20/2017 J25   BK000398 00044578 STUDENT UNION            703030                        12.15                   U
07/26/2017 J25   BV000043          0792129SPECTRUM PAINT #7 703030                        62.90                   U
ENDING BALANCE:     Off Supp-Expendable                     703030          0.00          75.05          0.00


BEGINNING BALANCE:  Cvi Month Phone Chg                     706300          0.00           0.00          0.00
07/20/2017 J25   TL000026 TELECO07 Telecomunnication Services 706300                      99.00                   U
07/20/2017 J25   TL000026 TELECO07 Telecomunnication Services 706300                      10.25                   U
07/20/2017 J25   TL000026 TELECO07 Telecomunnication Services 706300                      20.00                   U
ENDING BALANCE:     Cvi Month Phone Chg                     706300          0.00         129.25          0.00


BEGINNING BALANCE:  Cvi Long Distance C                     706350          0.00           0.00          0.00
07/20/2017 J25   TL000026 TELECO07 Telecomunnication Services 706350                       3.00                   U
ENDING BALANCE:     Cvi Long Distance C                     706350          0.00           3.00          0.00


BEGINNING BALANCE:  Repr & M-Building                       707200          0.00           0.00          0.00
07/26/2017 J25   PM000103 00252439 FACILITIES MGMT          707200                        17.86                   U
07/26/2017 J25   PM000103 00253499 FACILITIES MGMT          707200                         8.93                   U
07/26/2017 J25   PM000103 00253499 FACILITIES MGMT          707200                         1.65                   U
07/26/2017 J25   PM000103 00254184 FACILITIES MGMT          707200                        24.75                   U
07/26/2017 J25   PM000103 00254184 FACILITIES MGMT          707200                        37.96                   U
ENDING BALANCE:     Repr & M-Building                       707200          0.00          91.15          0.00
```

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Pcard Contact Information

To apply and take the required Pcard training:

https://adminfinance.okstate.edu/procurement/pcard.html

For Information:

- Carla James

- Phone: 405.744.8408

Questions?

Student Organization Leader Basics

- **Types of organizations at OSU**
  - **Registered, Sponsored, Administrative, Ad Hoc**

- **Organization requirements**
  - **Updating information on CampusLink and why?**

- **CampusLink basics**
  - **How to update the "About" and "Roster" pages**

- **Additional features**
  - **Create events, record attendance, and other management features**

- **Funding opportunities**
  - **SGA Budget Request, MAC Funding, AFAP (Recognized)**

- **Room/space reservations**

- **Q&A, and More Resources**

OSU CAMPUS LIFE

Registered or Sponsored?

The primary differences between the Registered and Sponsored organizations are related to their:

- Purpose

- Sponsorship

- The use of the University's name

- The opportunity to request the use of University vehicles for travel that is considered University business, and

- The amount and type of activity fees for which the group is eligible to apply

Registered

- This can be any group formed by at least 14 OSU students (4 officers and 10 additional members) that also has an OSU full-time faculty or staff member as an advisor.

- A registered organization is affiliated with the University because their membership is made up of students, but it does not qualify for Sponsored status.

- All student organizations, with the exception of Graduate organizations sponsored by the Graduate and Professional Student Association (GPSGA) and Sports Clubs sponsored by the Sports Club Council, start out as Registered organizations.

- Examples of Registered organizations are religious or political organizations, the knitting club, the international dance club etc.

- Those Registered Organizations who qualify and wish to become Sponsored must request that status online and go through a review process.

- A group must have been established and been Registered at OSU for at least 16 academic weeks before being eligible to become Sponsored.

OSU

CAMPUS LIFE

Sponsored

- Sponsored organizations have a purpose which relates directly to the academic mission of the University as demonstrated through its affiliation with a college student council, non-academic department, or is an organization recognizing scholarship or leadership; (Examples of these groups would be Blue Key Honor Society, Therapeutic Recreation Majors Club, Native American Student Association etc.)

  - *OR have been granted Sponsored status by the University administration via the OSU Board of Regents.*
  - These groups are: The Student Government Association (SGA); Graduate and Professional Student Government Association (GPSGA); Interfraternity Council (IFC); Panhellenic Council (PHC); National PanHellenic Council (NPHC); Multicultural Greek Council (MGC); the Off-Campus Student Association (OCSA); Residence Halls Association (RHA); International Student Organization (ISO) and the Student Union Activities Board (SUAB).

CAMPUS LIFE

Updating Information on CampusLink

Re-registration Process

- Takes place during the first 6 weeks of each semester*

- Updates the Profile, Roster, Categories, Constitution, and Profile Picture all at once

- *You can also update throughout the year as needed (after elections etc.)

Updating Information on CampusLink

"About" Page

- Gives basic, public contact information for the organization

- The "Top 4" (Pres, VP, Secretary, Treasurer) officers and advisors listed on the "About" page can reserve rooms/ space through the Registrar and Meeting and Conference Services.

- Updates the NEXT election date

- **Officer and advisor information listed here must match the Accounting Signature Card.**

Roster

- Gives a full editable list of all members who have been added to the roster

- Shows who has been invited or requested to join the organization

- Places the officers and advisors into their respective administrative roles

- Gives anyone in an officer or advisor role the administrative access to the organization's CampusLink page specific to that role

Creating Events

Event creation and all other management features are found under the Gear icon next to your organization

- Helps you manage and promote your club's meetings and events

- Creates a URL for your event – share it as a URL or as a QR code

- Helps you set up all your meetings and events for the entire semester – just keep clicking "add another date" when setting up your meetings.

- Allows RSVPs

- View who attends your events

- Automatically collect their feedback about the event
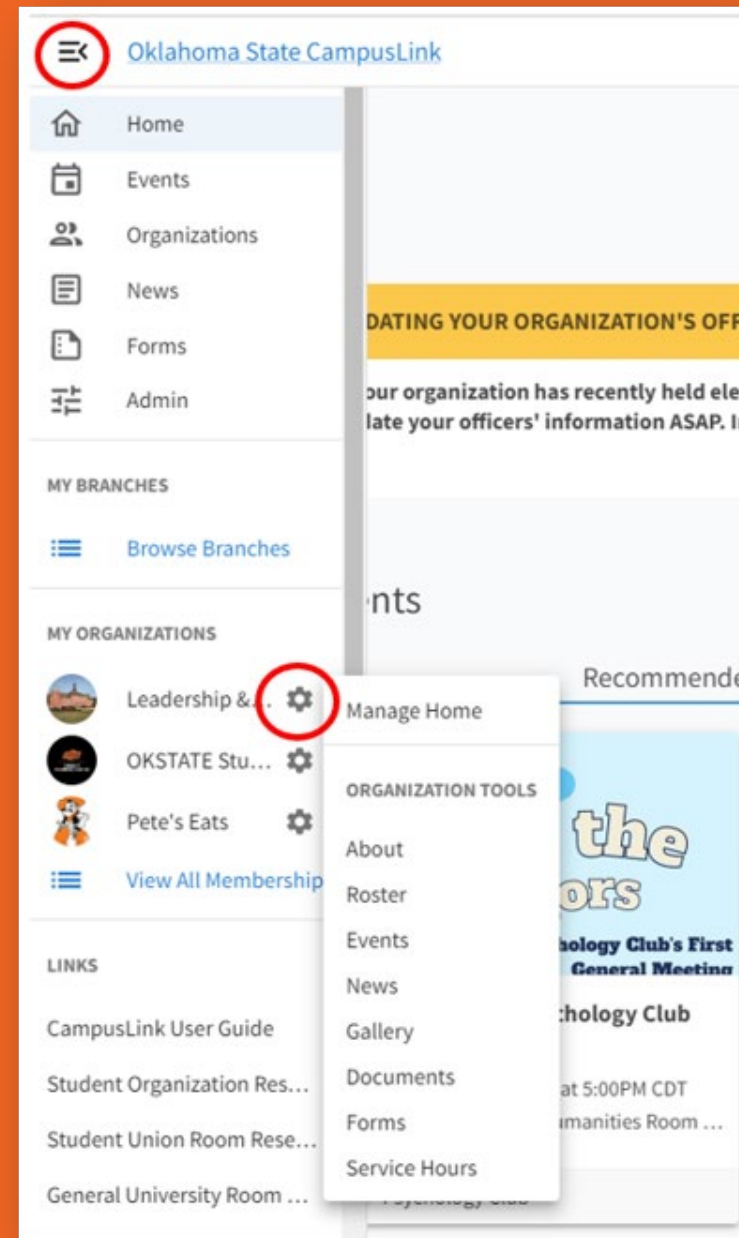
Recording Attendance

ID Card Readers

- **Available for loan** from 211 Student Union
- Most accurate method to record attendance esp. for larger events
- Requires a laptop, tablet, or phone and an internet connection, and that the event is set up in CampusLink prior to the event's start time
- *Card readers can collect ID numbers in a spreadsheet if you do not have Wi-Fi.
    - Remove the additional characters and paste the numbers into "add attendance"

Enter OSU emails in "add attendance"

- Best for small events, club meetings or if you do not have Wi-Fi or an ID card reader
- **Low tech**, requires data entry after the event, but this can be easier if you have a list of email addresses of members that you can paste into the email field

RSVP attendance

- Get into the RSVP record and mark people as attended as they enter the event or after the event

QR Codes or URLs for online events

- **Self reported attendance**
- Good for small groups/ club meetings where people want to have their attendance recorded for a requirement etc.
- The event must be set up in CampusLink prior to the event's start time
- Attendance recording through stays open for 72 hours after the event ends

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CAMPUS LIFE

Funding Opportunities
Student Government Association (SGA) Budget Committee Co-Sponsorship and Multi-Program Affairs Committee (MPAC)

- Purpose: A certain portion of student activity fees are set aside each year to be disbursed to student organizations for use in carrying out one-time events.
- This can include, but it is not limited to a program that is being hosted or sponsored by the student organization or attendance at a conference.
- To assist any student organization that wishes to promote multicultural interaction and activities on the OSU campus (MPAC.)

- Process: Submit an application via the OSU SGA website: A representative must attend the SGA Budget Committee Meeting/ MPAC meeting and SGA Senate Meeting when the co-sponsorship is being considered.
- Once the legislation has passed, funds will be transferred directly into the organizations account.
- Amount: Varies
- Deadline: Applications must be submitted prior to the event or conference for which the funds are requested. Applications submitted by 4pm on Wednesday may be discussed at the next weeks SGA Budget Committee Meeting.

Funding Opportunities
Activity Fee Allocation Process (AFAP)

- Purpose: A certain portion of student activity fees are set aside each year to be disbursed to student organizations by the Student Government Association (SGA) to carry out programming.
- Process: Applications become available late fall semester. They must be completed online on the OSU SGA website. After the deadline has passed, a series of hearings will be held to consider funding requests. Once allocations have been approved by the university president, funds will be disbursed in two equal payments – one each in the fall and spring semester of the following academic year.

- Amount: Varies depending on need.
- Eligibility: Only Group 1 *Sponsored* student organizations are eligible. These groups must also be "current" with CampusLink and University Accounting, as well as review the Treasurer's Training in the current school year. Groups that have not processed repayment of unused SGA funds from previous semesters will not be eligible.
- Deadline: Usually last Friday in January

OSU
CAMPUS LIFE

Reserving a meeting space in the Student Union

- Most organizations will reserve meeting space through the **Student Union's Meeting and Conference Services** or the **Registrar's Classroom Reservations.**

- To reserve space in the Student Union, most lawns in the academic core area of campus, student group tailgate space, and tabling near Chi-O clock or the Classroom Building (CLB) area stop by **179 Student Union** or visit meetings.okstate.edu and click **Reserve a Space.**
  - Login with your *SHORT User Id* and OKEY password
- **You must make your Student Union reservation at least 14 days in advance or it will be denied**
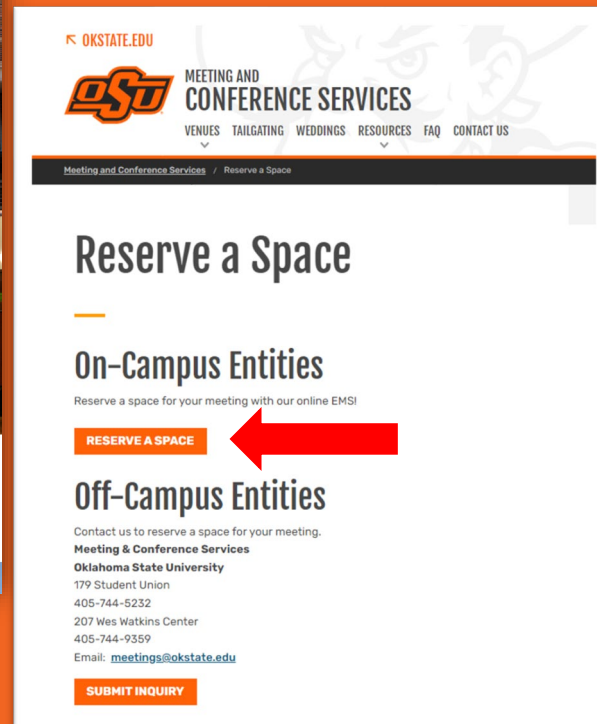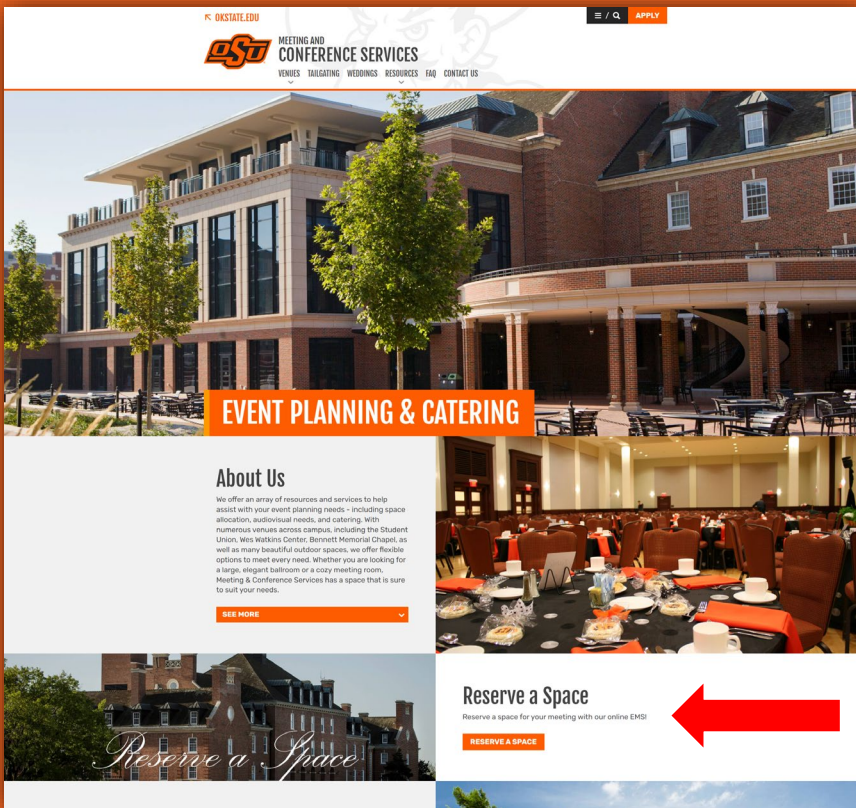
Reserving Classrooms Through the Registrar's Office

- **For student organizations non-profit organizational meetings:** General University GU rooms can be requested by the top four officers (Pres., VP, Sec., Treas.) of an official student organization listed on CampusLink.

- More information at -
  - https://registrar.okstate.edu/class_schedule_short_courses/room_reservations.html

- Questions-
  - gurooms@okstate.edu

Marketing & Graphic Design Services

The Student Union Marketing department provides high-quality marketing and design services ranging in dynamic promotional materials and resources aligned with the OSU Branding Guidelines.

- This office provides _free_ graphic design services for registered & recognized student organizations.

- _When student organizations work with them on their flyer designs_ SU Marketing can provide 100 full-color flyer prints every semester as long as they are in good standing. SU Marketing cannot include designs created outside of their office in the free flyer print promotion.

  - Limited sizes include 8.5"x11", 8.5"x14", and 11"x17". Anything bigger than these sizes will be up to the student organization to print and will be charged to their account.
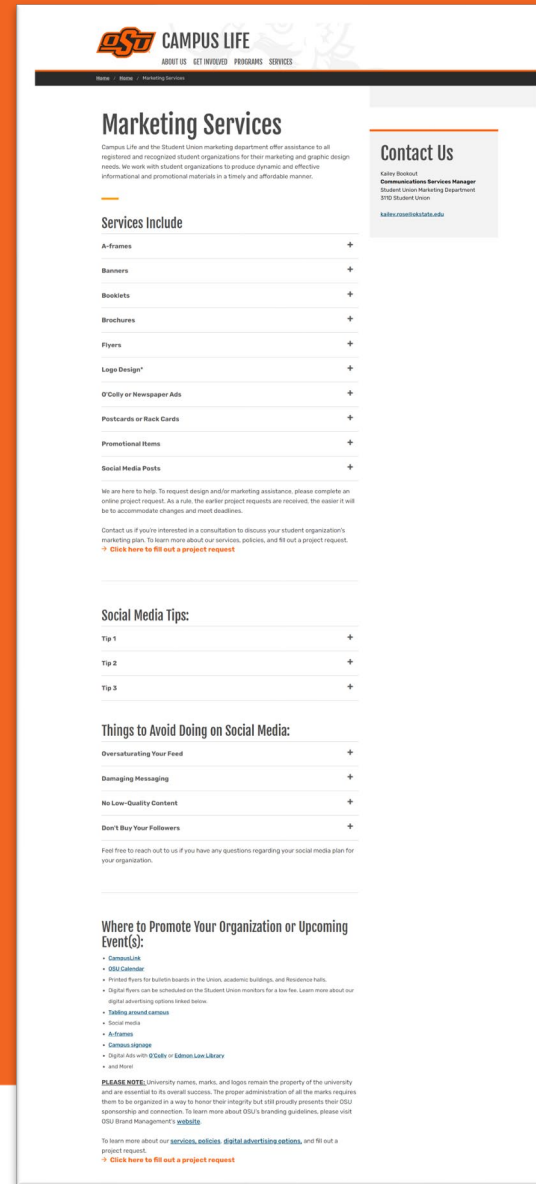
Working with SU Marketing

- Two weeks is the standard timeline for a basic flyer request. However, the more materials you add to a project or if the project is more complex (e.g. booklet, campaign, etc.), the timelines must extend to accommodate a feedback loop and sometimes a production window.

- View the project request form to learn about the different timelines depending on the materials needed.

- *TIP:* The earlier project requests are received, the easier it will be to accommodate changes, budgets, and meet deadlines.

Contact Kailey Bookout with any questions you have regarding the marketing and design services for student organizations. kailey.rose@okstate.edu

Marketing Materials

- **A-frames |** We provide designs for A-frames. *Facilities Management* reserves, prints, and places A-frames on campus through https://fm.okstate.edu/signs.html

- **Banners**

- **Booklets**

- **Brochure**

- **Flyers |** Flyers included: 8.5"x11", 8.5"x14" and 11"x17"

- **PowerPoint Slides |** Only for student organization purposes, not classes.

- **Logo Design |** Campus Life departmental marks, and any registered & recognized student organizations.

- **T-shirt**

- **Newspaper/O'Colly advertisements**

- **Poster**

- **Postcards & Rack Cards**

- **Social Media Posts & Videos**

- **Digital Advertising |** Digital flyers for the SU monitors and Video Production/animation

- **Additional Promotional Items |** Stickers, buttons, tote bags, etc.
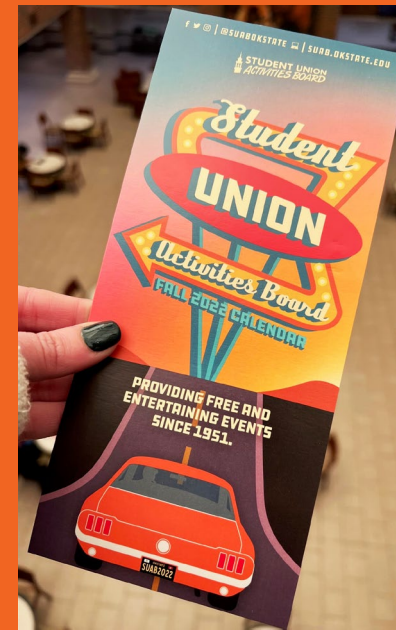
Contact us

Accounting

Lynette Venard

304 Whitehurst

405.744.5881

studorg@okstate.edu

Campus Life

211 Student Union

405.744.5488

campuslife@okstate.edu