Student Treasurer Guide

Treasurer Responsibilities

1. The organization treasurer is the primary contact for the Budgeting and Accounting Services Office (BAS) with regard to organization business matters. You alone will be contacted by the office. You should keep all of your contact information up to date on OrgSync. Your primary contact in the BAS Office is the Coordinator of Student Activities Accounting.

2. The treasurer is responsible for maintaining their organization's budget.

3. You are responsible for all payment arrangements for your organization's activities. It is your responsibility to make sure all necessary paperwork is properly completed and turned over in a timely fashion to the BAS office.

4. You are allowed a campus purchasing card (p-card) to facilitate making payments.

5. You will be responsible for delivering all revenue to the BAS Office in accordance with university system rules.

6. You will be responsible for making all of your organization's domestic travel arrangements.

7. It is your responsibility to present a proposed budget for your organization at the Student Senate's annual Allocations process.

8. It is mandatory that you attend the President and Treasurers meeting at the start of each semester.

Your Organization's Budget

The treasurer is responsible for maintaining the organization's budget. You should do this on Orgsync using the checkbook feature. A list of initial balances will be available on Orsync at the start of each academic year. Make sure you record revenues and expenses as they are incurred so you have an up to date working balance for your organization's account.

Please note that your OrgSync balance is for working purposes for your organization. It does not represent the official accounting records of your organization. The official books are maintained by the Coordinator of Student Activities Accounting in the BAS Office on the university system's financial software Banner. In cases where the two sets of records disagree, the records on Banner will supersede the records on OrgSync. It is your responsibility to periodically review the record of transactions on Banner with the record of transactions on OrgSync to ensure they match.

Organization Activities

Planning your activities

The Student Activities Office (SAO) in the HUB is available to help you plan and carry out your activities. Consult them prior to engaging in any activity. The staff will be able to assist you with developing a list of things you'll need to do to successfully carry out your activity.

Budgeting for your activities

Both the SAO and Coordinator of Student Activities Accounting can help you develop a budget for your activities. You will want to make sure you have as good of an estimate of revenues and expenditures as you can get prior to carrying out an activity. The end goal is to make sure you can do something without exceeding your organization's budget.

Payment methods

There are a variety of methods that can be used to pay for expenses incurred by your organization.

Organization purchasing card – you may apply for a campus purchasing card (p-card). It is essentially a corporate credit card with low dollar transaction limits. You may use this to purchase goods or arrange travel but not to purchase services. There is a mandatory training program with the campus card program administrator that will explain specific purchase allowances and prohibitions and documentation requirements that must be completed before you are allowed to take your card. There will be several sessions of this training program offered near the start of each semester.

BAS purchasing card – The Coordinator of Student Activities Accounting also have a p-card with significantly higher limits for purchases. For purchases beyond your limits you may make arrangements to have the Coordinator purchase your goods or arrange your travel.

Petty Cash – For amounts $200.00 and under you can get a petty cash advance or reimbursement. Petty cash forms are available in the Budgeting and Accounting Services Office. Petty cash is available Monday through Friday from 11:00 am to 3:00 pm only. Your organization may only have one advance out at a time. Advances are due back with change and receipts in 48 hours. No advances are allowed out over Thanksgiving break, winter break, spring break, during the summer or finals week. Failure to follow the rules will result in loss of advance privileges.

Direct Payment Vouchers – for merchants that do not accept credit cards you may request a check for payment. To request a check please check with the Coordinator of Student Activities Accounting to make sure your merchant is part of our university system vendor database and acquire an itemized invoice. The invoice provides the documentation necessary for issuing the check. This service is not available on a walk in basis. Arrangements must be made at least one week in advance of the date the check is needed. Checks are cut once per week at university system offices in Durham and are not available until Tuesday afternoons of the week the check is needed.

Purchase Orders – Purchase orders are used for ordering services that do not require a contract. Some examples would be renting portable toilets, equipment repair or installation, chartering buses. A detailed quote is needed before a purchase order will be issued. Purchase orders should be issued well before you need the service. Payment is always rendered at the time of or after the service has been rendered according to merchant terms. Please consult with the SAO or Coordinator of Student Activities Accounting before arranging services.

Contracts – all entertainers, speakers, presenters and people doing specialized work (usually designing things) require contracts. Work with the SAO on acquiring contracts. NEVER sign a contract on your own. You are not an official agent of PSU and cannot obligate the university contractually. Please allow an absolute minimum of two weeks prior to your event for processing of contracts.

<u>Payment documentation</u>

All payments issued by PSU for any reason require proper documentation. These may be invoices contracts, receipts, etc. All documents should be itemized…i.e. each item purchased with it associated cost should be listed. The documents should also be detailed enough to answer the following questions:

Who? Is the name of the vendor on the document?

What? What item(s) were purchased?

When? When were the item(s) purchased?

How? How much did the item(s) cost when all items and associated fees and/or taxes are added together?

Why? Why were the items purchased?

Travel - Domestic

All travel arrangements follow same basic procedure.

1. Notify the SAO of any prospective trip.
2. Notify the Coordinator of Student Activities Accounting of any prospective trip.
3. Arrange financing for the trip. You should have the expected full amount of funds available for your trip BEFORE you make arrangements.
4. Register for you conference or event, if required.
5. Make hotel arrangements if the trip will be more than one day.
6. Make your transportation arrangements.
7. Arrange for a travel advance if necessary.
8. Return itemized receipt to the Budgeting and Accounting Services Office.
9. Fill out a travel expense voucher if necessary.

Notifying the SAO of your prospective trip.

Please talk to a member of the SAO professional staff regarding your prospective trip so they can review any potential risk, liability and financing issues with you regarding taking the trip. They will also have information regarding raising revenue for your organization to help fund the trip.

Notifying the Coordinator of Student Activities Accounting of any prospective trip.

Please talk to the Coordinator regarding your prospective trip. There will be a secondary review of any potential risk, liability and financing issues with your trip. You will also receive assistance in developing a budget to estimate the total cost of taking the trip.

Arranging financing for the trip.

Before you make the actual arrangements you should have sufficient funds in your organization account to cover all expected expenses for your trip. If you can't cover the cost of your trip you can't go.

Personal contributions toward covering the trip's expenses will not be refunded unless the trip is cancelled or a traveler falls ill and cannot make the trip. In the latter case a doctor's note will be required.

Registrations.

Before making any actual travel arrangements register for your conference or event. If you need to register for a conference it is the responsibility of each traveler to fill in a registration form properly. If a membership in a professional organization is needed in order to attend a conference or would provide a substantial discount for registration for a conference then the organization's university account can be used to cover the cost of the memberships. Again, it is the responsibility of each traveler to properly fill out a membership form. For other events that require tickets the cost of tickets can be covered by organization funds within reason.

Making hotel arrangements.

If a conference or event is being held at a specific hotel you are allowed to book a room at the hotel (provided you can cover the cost).

Otherwise you should seek a reasonably priced hotel for your accommodations. The simplest way to do this is online via a specific hotel's website or a booking site such as hotels.com, Expedia or Orbitz. Book no more than four people in a room (unless booking a hostel with large group rooms). Be aware that most room rates quoted will not include hotel taxes or parking fees in the quote. Most hotels will charge an additional 12-15% in taxes per room per day. The hotel tax rates can usually be found online using a simple web search. Your organization account can pay for room, taxes and parking only. There is an exception to also use it for hi-speed internet access if you are traveler during a registration period for the following semester. If the hotel needs a credit card for incidentals holding charge travelers will need to use a personal credit card for the holding charge.

When booking rooms ask if they hotel offers a discount if you have multiple rooms. Also make sure you have a list of all travelers available. Some hotel chains require a guest list for large parties. If you as treasurer will not be taking the trip you will need to get a credit card authorization form from the hotel and return it to the hotel via fax or e-mail. DO NOT include a copy of the purchasing card or your personal ID if those are requested. Such requests are in violation of credit card rules in place to deter identity theft. Please see the Coordinator of Student Activities Accounting if the becomes an issue.

Make sure a room bill for each room is returned to the Coordinator of Student Accounting upon your return. If there isn't a bill in your room on the day of departure you can get a copy at the front desk at check out.

Transportation arrangements.

Vehicle Rentals

PSU has rental agreements with both Enterprise Rent a Car and Merchant's Motors. Enterprise Rent a Car provides vehicles up to the size of an SUV or minivan. Merchants Motors provides 10 passenger vans. You must be 18 with a valid license to drive Enterprise rentals and 21 with a valid license to drive Merchant's rentals…unless you have a defensive driving class in which case you reduce the age eligible to drive to 18. Defensive driving classes will be offered periodically throughout the year.

Please notify the Coordinator of Student Accounting via e-mail of all vehicle reservations. Include the start and end date of each reservation, the destination location and type of vehicle(s) reserved. Inspect your vehicles for damage, dents and scratches upon pick up and return. If possible take a picture of each side of the vehicle and the roof upon pick up and return. Make sure you rental vehicles are returned with a full tank of gas.

Personal vehicles.

Personal vehicles may be used for organization events but their use is discouraged. The driver of the personal vehicle is responsible for any liability coverage. Get in an accident? You better have good insurance because PSU is not covering you or helping you with any costs.

Reimbursement for personal vehicle use can be in the form of either reimbursement for actual gasoline purchases (with receipts) or via mileage allowance of $0.41 per mile for miles traveled. These two methods cannot be combined. The organization has the right to cap the amount of any reimbursement.

Vehicle rentals in other locations.

On occasion an organization will need to rent a vehicle after flying to another city. All car rental companies require the use of a physical credit card on site. In these cases one of the travelers will need to use a personal credit card to pay for the rental. These reservations are generally made online. Make sure the company you wish to rent from allows people of your age to rent vehicles. It is advised you take the additional insurance offered. The paying party will be reimbursed upon return to PSU as long as they provide proper documentation of expenses.

Tickets.

University System of New Hampshire policy forbids to the paying of any tickets or fines with university funds. If you get a ticket you must pay it yourself. Unpaid fines forwarded to PSU by any rental company will be sanctioned through the campus judicial process.

Travel –Foreign

All student foreign travel is determined on a case by case basis using a risk management process. Since each trip is vetted case by case this means even though two trips by two groups are desired for the same country and general area both, one or neither may be approved.

All prospective trips are vetted and approved by the Global Education Office (GEO), SAO and Coordinator of Student Activities Accounting. This process requires significant time so the process for all prospective international trips should be started around the beginning of the semester PRIOR to the semester in which you want to travel. (Do you want to travel internationally during spring break in March? Start working on your trip the previous September at the latest.)

All student foreign travel require a chaperone from the faculty or staff to attend the trip as well with one chaperone per ten people or portion thereof. (Ten or less = one chaperone, 11-20 = two chaperones, etc).

Fundraising

Planning

Always use the Student Activities Office as your first resource for fundraising. You should meet with a member of the staff to review any fundraising plans you have and to make sure you're in compliance with all HUB policies and procedures.

Change funds

If you need a change fund for a fundraiser please contact the Coordinator of Student Activities Accounting 24 hours or more in advance. Change funds will be issued in the form of a convenience check in amounts up to $200.00 payable to the individual responsible for the change fund. These checks can be cashed at that individual's bank or at Northway bank in downtown Plymouth free of charge.

Collecting and depositing revenue

You may collect revenue in any form…cash, checks, money orders, credit card payments and debit card payments. All revenue collection under $500.00 must be brought to the BAS office within 48 hours. All revenue collections over $500.00 must be brought to the BAS office with 24 hours. Individuals holding onto revenue collected for a PSU organization for an extended period of time will be reported to the campus Judicial Officer.

Cash should always be kept secure preferably in either a locking bank bag or cash box. It should be deposited as soon as possible in the BAS office. If you lose a cash deposit please report it to the University Police Department, the SAO and BAS office. Locking bank bags and cash boxes can be acquired temporarily from the BAS office.

Checks and money orders should be made payable to PSU with the name of your organization in the memo box. They should NEVER be made payable to an individual for any reason and should NEVER be held until the completion of a fundraiser.

Allocations

Funding for student organizations comes from the student activities fee. This fee is set through an annual budgeting process run by the Student Senate through its Allocations Committee. It is the responsibility of each organization's treasurer to prepare and present a budget to this committee annually. This process is administered through OrgSync but also involves an in person hearing before the Allocations Committee. You will be contacted in the fall semester regarding the timeline of the allocations process and the steps you'll need to take to complete the process successfully.

To facilitate the success of the allocations process it is mandatory that each treasurer attend one of the Allocation Information Sessions meetings sponsored through the SAO each year. This session will answer questions about the process you may have and also show you how to develop a budget for your organization for the next school year.

The allocations process is the single greatest responsibility of an organization's treasurer as it assures the funding of the organization for the following year. It is vital that you attend the hearing for your organization. A missed hearing will result in the loss of funding for your organization for the following year.

Miscellaneous Issues

"Nepotism"

It is against USNH policy to do business with family, friends or business associates without **PRIOR** permission from the university's Purchasing Office. This holds true even if such arrangements are financially beneficial to your organization. Contact the Coordinator of Student Activities Accounting if you feel such an arrangement offers significant financial benefit to your organization and you wish to seek permission for an exception to purchasing policy. There is no guarantee an exception will be granted.

Borrowing funds for your organization

You may not borrow funds from any internal or external source for your organization with any expectation or promise of payback.

You cannot have fellow students or campus entities deposit money into the account with the promise of a refund at a later date.

You cannot borrow money from any external source such as a family member, friend, bank or business with any arrangement to pay them back. Nor can you make arrangements for such entities to pay your bills with or without a promise to pay them back.

You cannot "borrow" funds from the following year's allocation for your organization so you can spend more than you have in funds during the current school year. Deficits will results in sanctions against accessing your funds for the following school year and could also become a judicial matter.

If your organization is low on funds you may hold a fundraiser to raise new revenues but any money deposited into you organizations account will not be refunded.

Outside accounts

All PSU student organization activities are funded and conducted through your campus account. No outside accounts are allowed. If it is discovered that you have an account outside the institution for your organization your organization's campus funds will be suspended until such a time that the outside account is closed and the funds deposited into your campus account. Organizations holding such accounts will be reported to the Student Senate, SAO and campus Judicial Office for punishment.