

TABLE OF CONTENTS

| | PAGE |
|--|-----------|
| INTRODUCTION | 1 |
| ACCOUNTING DOCUMENTS | 3 |
| GENERAL OPERATING PROCEDURES | 4 |
| ACCOUNTABILITY OF FUNDS | 5 |
| DEPOSIT OF FUNDS | 6 |
| DISBURSING FUNDS | 7 |
| STUDENT ORGANIZATION EXPENDITURE PROCEDURES..... | 7 |
| PAYMENT TO INDIVIDUALS | 8 |
| PAYMENT TO VENDORS..... | 8 |
| CHECK ADVANCE AND CHANGE FUNDS | 9 |
| CONTRACTS..... | 9 |
| PAYMENT FOR TRAVEL EXPENSE | 10-11 |
| PURDUE UNIVERSITY BILLS | 11-12 |
| GENERAL INFORMATION | 13 |
| LIABILITY INSURANCE..... | 13 |
| MEDICAL INSURANCE | 13 |
| SALES TAX..... | 13 |
| AWARDS AND SCHOLARSHIPS | 14 |
| GAMES OF CHANCE..... | 14 |
| GIFT POLICY | 14 |
| CONTEST –TOURNAMENT PRIZE OR AWARD..... | 15 |
| CHARITABLE CONTRIBUTIONS..... | 15 |
| MEALS/FOOD..... | 16 |

| | |
|-------------------------------------|-----------|
| TIPS..... | 16 |
| <i>ACCOUNTING FUNCTIONS</i> | 17 |
| BUDGETS | 17 |
| CASH CONTROL LEDGER | 17 |
| RECONCILING MONTHLY STATEMENTS..... | 17 |
| AUDITS..... | 18 |

INTRODUCTION

Purdue University Calumet policy requires that all recognized Student Organizations who have financial activity operate their account through the Business Administrator for Student Services office (BASS).

OFFICE LOCATION: Business Administrator for Student Services Office

Cashier's Window, Recreation & Fitness Center

HOURS: 8:00 A.M. - 4:00 P.M., Mon. - Fri.

TELEPHONE NUMBER: 989-2986

FAX NUMBER: 989-2766

Student Organization Financial Accounts Clerk: Carmen Moreno-Davis

Room 108, RFC Office Telephone Number: 989-2102

Hours: 7:30 A.M. – 4:30 P.M., Mon – Fri.

The purpose of the BASS Office is to provide financial oversight to all recognized student organizations by:

1. Providing accounting and business services.
2. Providing uniformity in accounting records and procedures.
3. Providing procedures for proper accounting of funds.
4. Establishing continuity between business officers and their successors.
5. Providing auditing services.
6. Assisting organization officers in keeping their activities on a sound business basis.
7. Assisting and educating organization officers on financial planning and financial responsibilities.

The BASS Office should be contacted concerning Purdue University Policies and Procedures as they relate to student organization accounting procedures.

The CCLD Student Life & Activities Office should be contacted when planning events and activities or when questions arise pertaining to University policies on fund raising, soliciting, advertising support, charitable activities, and other programming issues. The office is located in Rooms 324 E, Student Union Library (SUL) Bldg., or call 989-2369.

All events/activities and travel must be registered in advance on an Event Planning Form and approved by the Student Life & Activities Office. Both the SL&A and BASS offices must approve the event/travel activities if any income/expenses are involved.

All **SOCIAL EVENTS AND ACTIVITIES** sponsored by student organizations must be scheduled on an **Event Form**, which is available in the Student Life & Activities Office, Room 324E, Student Union Library Bldg or on line. The Form should be submitted for approval at least two weeks prior to the event or activity. Larger activities such as concerts, athletic competitions, roundtables, etc. may need in

excess of four weeks for approvals. The additional time is needed for the signing of contracts and possible Risk Management review and input, and additional departments to review the activities and documents pertaining to the specific activity.

The treasurer of an organization is the chief fiscal officer of that organization and as such is responsible to the BASS Office for the accounting of all income and expenses of the organization. A student who, through negligence or dishonesty, fails in his/her duties as an officer of any recognized student organization (a) to collect accounts due, or to pay the organization's debts legally incurred, or (b) to account for cash received and expended by him/her; or (c) to account for other property entrusted to him/her as an officer of the recognized student organization, shall be referred to the Office of the Dean of Students for appropriate action.

OFFICER CHANGES

At the beginning of the school year, and upon election of new officers, each student organization must renew their Signature Authorization Form with the Student Life & Activities Office. This form is then forwarded to the BASS Office and kept on file for reference. The treasurer, president, and faculty advisor must sign the signature card before financial transactions can occur. Other officers may be listed authorized to withdraw funds from the student organization account.

ACCOUNTING DOCUMENTS

As treasurer you will be working with the following documents besides those furnished by the Student Life & Activities office.

- Example 1. Record of Dues Collected
- Example 2. Participant Roster
- Example 3. Merchandise Sales Report
- Example 4. Ticket Sales Report
- Example 5. Inventory Control Report
- Example 6. Deposit Slip (BASS 3-part form)
- Example 7. Income Codes
- Example 8. Expense Codes
- Example 9. Check Request Form (BASS 2-part form)
- Example 10. Scholarship Award Form
- Example 11. Cash Control Ledger
- Example 12. Contest – Tournament Prize Form
- Example 13. Split Charity Letter from the Non-profit agency

BASS 2 and 3-Part forms available RFC, Cashiers Window

BASS Single page forms are available on the website.

GENERAL OPERATING PROCEDURES

All cash and checks received by the student organization **must be deposited** to the student organization's account. **DEPOSITS** should be made promptly at the BASS office, Cashiers Window in the FRC Bldg. using Student Organization Deposit Slips.

The BASS Office is open Monday thru Friday, 8:30 a.m. to 4:00 p.m.
and the first three (3) weeks of each Fall and Spring Semester on
Tue and Thu 8:30 a.m to 6:00 p.m.

All disbursements must be made by Student Organization Check regardless of the nature of the expenditure.

The BASS Office furnishes Deposit Slips and Checks Requests for student organizations. A listing of Income and Expense codes are also provided so that a code can be assigned to each financial transaction.

The treasurer should deposit checks written to the student organization following University procedures for collecting cash/checks on a timely basis.

- Daily if \$50 or more has been collected;
- When \$50 has been accumulated from collection over a period of days in the same week; or
- At least once a week if the amount collected is less than \$50;
- Daily, regardless of amount, if management determines appropriate or if security risks exist for the department i.e. inadequate overnight storage facilities, etc.

Any student organizations making deposits longer than the normal deposit requirements increase the likelihood of theft, NSF or Account Closed returned check items.

Individuals whose checks are returned unpaid from a bank will be assessed a \$20.00 handling fee. Individuals are notified of these unpaid checks by BASS Office. Students who fail to make payment on these checks within 30 days will have their academic records encumbered.

If the treasurer holds a check payable to the student organization for a period of time greater than 30 days and a \$20.00 handling fee results (account closed or NSF), the student organization's account will be assessed the handling fee.

Student organization funds cannot be used for the purchase of tobacco products, alcoholic beverages or related expenses.

All correspondence from the BASS Office will be sent to the Student Life & Activities Office to be placed in the student organization's mail boxes.

ACCOUNTABILITY OF FUNDS

Accountability for all funds collected by the student organization is the responsibility of the treasurer. Accountability can be established in several ways:

- A) The treasurer can maintain a **Record of Dues Collected** for club dues, which include the members name, amount of dues paid, and date of payment. A **Participant Roster** can also be used for other activities whenever the organization is collecting fees from several individuals. Blank roster forms are available at the BASS Office and on the website at www.calumet.purdue.edu/cld/life (See example 1, 2). A treasurer can choose to issue a duplicate numbered receipt for all dues, fees, assessments, and other income received.
- B) In order to provide accountability of **MERCHANDISE SALES** activity and **TICKET SALES** activity, recognized student organizations will be issued a Merchandise Sales Report, Inventory Control Report or a Ticket Sales Report.
- C) A **Merchandise Sales Report** will be issued by BASS to record the original inventory purchased. The treasurer will submit the Merchandise Sales Report on the 5th day of each month to the BASS office. The updated reports will reflect the sales from the previous month and an accurate count of the remaining merchandise. (See example 3)
- D) A **Ticket Sales Report** will be issued by BASS to record the income from a specific student organization event. Numbered ticket rolls are available at the BASS office at no charge to the student organization for use at their approved events. (See example 4)
- E) A **Inventory Control Report** is generally used by organizations that have a larger inventory of merchandise. These reports are also due to the BASS office on the 5th day of each month. (See example 5)
- F) It is recommended that the organization maintain a completed copy of the Merchandise Sales Report, Ticket Sales Report or Inventory Control Report in their financial record book. These reports, when completed will provide the organization and its members a record of deposits and a summary of the sales event.
- G) These forms are reviewed for accuracy by BASS Office. Procedures regarding the completion of sales and ticket reports are initially discussed with the student organization prior to an event or activity when the organization members are completing the Event Form.

DEPOSIT OF FUNDS

The Student Organization Deposit Slip (**See example 6**) should be filled out so that all sources of income are identified and coded with the proper Income Codes. Additional information required on the deposit slip would include:

A) The Student Organization Name.

PLEASE DO NOT USE ACRONYMS.

B) Individual's name that prepared the deposit slip and date.

C) Income Codes (**See Example 7**).

D) Clear information as to source and description of funds being deposited.

Clear information includes from whom you received the funds, check number and specific purpose of funds.

The treasurers of the Student Organizations are required to maintain written information to support each entry listed on the Deposit Slip. If membership dues are collected, a Record of Dues Collected should be completed. The organization may also use a numbered duplicate receipt which should be maintained in the student organization records.

Duplicate receipts should be numbered and these numbers recorded on the deposit slip. By listing the receipt numbers the treasurer can document the source of dues, fees, assessments or other income received by the organization. If a **Record of Dues Collected** is used the deposit number should be recorded on the form. The BASS Office may contact the organization for backup documentation of funds deposited.

DISBURSING FUNDS

A. STUDENT ORGANIZATION EXPENDITURE PROCEDURES

Payments from student organization accounts are processed using the student organization check writing system. Data entry of expenditure information will be processed into the system that will produce the computer generated checks. Check requests received by BASS Office will be batch processed and will be ready for pick-up or mailed out as requested in two (2) business days.

The Request for Check From Student Organization Funds form along with **original receipts or invoices** should be turned into BASS Office for payment processing (**see example 9**). The form should be completed thoroughly including all information and signatures. The **original receipts or invoices**, which support the check, should be paper clipped to the check request form. The BASS Office is required to retain the original receipts or invoices.

If copies of the invoice or receipts are needed by the organization, the treasurer should make copies prior to submitting them for payment.

1. A check request form is to be completed by the student organization. The check request must be signed by 2 of the 3 authorized officers (president, treasurer or faculty advisor if he/she is authorized to withdraw funds).
2. The State of Indiana Unclaimed Property Law requires a complete mailing address on each check request. The complete address includes apartment numbers and zip codes.
3. The treasurer should review the check request form for accuracy and completeness. This review will insure that the account number, proper expense codes, appropriate supporting documentation and the signature of the individual requesting reimbursement is included. These expense codes are listed on the back of the Deposit Form and can be obtain on line. (**See example 9**). The treasurer should also insure that the signature of either the club president or advisor is included on the check request in addition to the treasurer's approval.
4. If one of the 3 authorized officers (president, treasurer or faculty advisor) is seeking a reimbursement on a check request, the officer to be reimbursed cannot authorize their own payment.
5. The treasurer should retain the pink organization copy of the pre-numbered check request form in order to record the transaction to their cash control ledger. This pink copy should be filed in the organization's financial record book.
6. If the original receipt or invoice is lost or was not provided by the vendor, please contact the BASS office for details on processing a reimbursement.
7. Supporting documentation - original receipts or invoices should be paper clipped to the white and yellow copies of the check request form. The check request form along with supporting documentation can be dropped off or mailed to the BASS office.

8. The BASS office staff will final approve the disbursement and enter the disbursement information into the SOA data processing system.
9. The treasurer has the option of picking up their checks or having the checks mailed directly to the vendor/payee. Per the State of Indiana Unclaimed Property Law a complete mailing addresses is required on each check request. The complete address includes apartment numbers and zip codes.
10. If a student organization check requires a stop payment or needs to be voided, please contact the BASS office. If a student organization check needs to be voided the check must be returned to the BASS office.

B. PAYMENT TO INDIVIDUALS

1. Credit Card Purchases

When a credit card is used to purchase items for the organization, the following procedures will be used to reimburse an individual.

- a) The original itemized receipt or invoice must be submitted to the BASS office attached to a completed check request form.
- b) The receipt may be an itemized cash register tape or an itemized invoice.
- c) At restaurants and some commercial vendors it will be necessary to request the need for an itemized receipt prior to placing your order.
- d) The credit card signature receipt shows method of payment and is not acceptable documentation to process a reimbursement alone. The credit card signature receipt may show the tip given, but the detailed receipt or invoice is also required for reimbursement.

2. Cash Purchases

If cash purchases are made for the organization, the following procedures will be followed:

- a) The original itemized receipt or invoice must be submitted to the BASS attached to a completed check request form.

C. PAYMENT TO VENDORS

1. Vendors' Invoice

If the organization makes a payment directly to a vendor, the original itemized invoice will need to be provided to the BASS office to process the payment.

2. Direct to Vendors

Some vendors may have worked with student organizations to extend credit at their discretion. These vendors provide an invoice upon delivery or pickup of orders. The invoices are signed acknowledging the receipt of the food/merchandise by an officer/member of the organization.

It is the obligation and responsibility of the organization to submit the invoice with a completed check request to the BASS office to process the payment.

D. CHECK ADVANCES

Under special circumstances there may be times when your organization may need a check advance.

A **Check Advance** is an advance of the organization money to be used for expenses related to organizational needs, (i.e. travel, plane tickets, hotel costs, equipment, etc.).

There are specific requirements that need to be followed when requesting either a check advance. Please contact the BASS office for procedures relating to this disbursement (**See example 10**).

E. CONTRACTS

All contracts for Entertainment Groups, Rental Agreements, Speakers or other services obtained for Student Organization functions must be approved by the BASS office prior to incurring the obligation for these services. A copy of the contracts should be attached to the Event Form for review.

All contracts must be reviewed and signed by the President and Treasurer of the student organization prior to approval by the BASS office. The Business Manager in the BASS office is responsible for signing all contracts on behalf of Purdue University Calumet.

Because of the complexity of some contracts, additional time to review them may be necessary. The Risk Management Department and other departments may also be involved in reviewing the event which may require additional time for their approvals.

A student organization that wants to provide an honorarium to a speaker or guest lecturer may do so by processing a PERSONAL SERVICE AGREEMENT. The personal service agreement must be completed with all information (which includes the Social Security number of the speaker) and approved prior to payment.

A gift certificate is not an acceptable form of payment for a PERSONAL SERVICE AGREEMENT and is not reimbursable with student organization funds.

Contracts should be submitted for approval at least two weeks or more, prior to the event or activity.

Contracts involving financial support from an outside source must be developed according to University policy. The Student Life & Activities office has developed a “Student Organization Supporter Agreement” for the organizations use. This form can be obtained on line or at the Student Life & Activities office, SUL, Room 324E.

The Student Life & Activities and BASS offices provides a review of all student organization contracts that concern advertising and outside support. The policy on support of a Student Organization Activity by an outside source requires that the Student Life & Activities office review and clear the copy of all advertising.

The Student Life & Activities office has blank contracts available for your convenience.

F. PAYMENT FOR TRAVEL EXPENSE

The following procedure will apply for the expenses related to travel and lodging. An Event Form must be on file and approved by the Student Life & Activities and the BASS offices prior to the trip.

1. Prepayment by the Organization:

Payment can be made by a Student Organization check without involving individual member funds by using the following procedures. The following supporting documentation should be submitted to the BASS office with a completed check request for processing:

- a) Obtain an itemized bill/invoice from a travel agency showing the total cost for a ticket to and from the destination.
- b) Obtain a “confirmation” from the hotel/motel showing the number of nights, number of rooms and applicable taxes due for a total cost of the reservation. The hotel business office will fax or email a confirmation out if requested.
- c) A check will be issued as a “Check Advance” payable to the hotel. Upon leaving the hotel you will need to go to the front desk to check out and obtain an itemized hotel receipt that reflects the detailed charges and the payment received.
- d) An individual may receive expense subsistence up to \$26.00 per day, per person, in state and \$32.00 per day, per person, out of state to cover food and incidental purchases. (Individuals may not receive both subsistence and reimbursement for actual food receipts.)
- e) Conference Registration may be paid using a copy of the registration form indicating the amount per member. The names of members should appear on the approved Event Form.

THE ABOVE EXPENSES MAY ALL BE PAID PRIOR TO THE TRIP.

2. Payment by the Organization to an Individual:

Reimbursement for travel expenses is recommended to be processed upon conclusion of a trip. In instances where reimbursement or payment is requested prior to the trip, the reimbursement or payment is generally limited to airfare, train, and registration costs. If an individual has made payment(s) by credit card for transportation (i.e. airline or train) or registration fees and wishes to be reimbursed prior to the trip, the following original documentation is required.

The organization needs to understand there is a risk with prepayment of expenses because of the changing status with individual students involved in this trip. The organization must be willing to accept this responsibility if reimbursement or pre-payment of travel expenses is desired.

Any recovery of funds from individual students for prepaid expenses is the total responsibility of the student organization officers.

- a) **Online Airfare/Train** - A “Confirmation/paid receipt” received from the airline or online travel service detailing the name of the payee, passenger’s name, dates of travel, fees charged and the total dollar amount paid is to be submitted with a check request. Each online site is different, therefore this information may be on more than one page. You will need to submit all the pages necessary to include all of the above information. When a “non-refundable” ticket is purchased, then the trip is cancelled by the organization or traveler, flight is missed by the traveler, or the ticket is unused for any other reason, the unused ticket will have no value toward the purchase of another ticket

after the departure date and time on the ticket. However, the ticket may be exchanged on or before the departure date and time of each ticketed flight segment. Generally the exchange fee is \$100 which may be reimbursable with proper documentation and approval of the organization.

- b) **Airfare/Train** – Passenger coupons are still issued by airlines and rail companies for travel. These coupons detail the passenger name, dates of travel, fees charged and total dollar amount paid. The passenger coupon is to be submitted with a check request.
- c) **Online Registration** – A “Confirmation/paid receipt” received from the conference or agency detailing the name of the payee, attendee’s name, dates of conference and the fee charged is to be submitted with a check request. Each online site is different, therefore this information may be on more than one page. You will need to submit all the pages necessary to include all of the above information.
- d) **Registration** – The preferred method of payment is directly from the student organization account to the conference. A copy of the registration form should be submitted along with a list of the attendees, attached to a completed check request, payable to the conference or agency. If the registration is paid in advance by credit card, check or cash you will still be required to submit a “Confirmation/paid receipt” received from the conference or agency detailing the name of the payee, attendee’s name, dates of conference and the fee charged.

The following travel expenses can only be reimbursed after the travel has been completed. Original documentation is required for reimbursement.

- e) **Lodging** – The original detailed hotel/motel receipt(s), showing the individuals name, room rate, taxes and parking fees. The detailed receipt(s) will also show that the payment was received. The original receipt(s) are to be attached to a completed check request and submitted.
- f) **Parking/Tolls/Food/Gasoline** – Original itemized receipts are to be submitted with a completed check request.
- g) **Mileage Allowance** – An individual member may use his private vehicle and be paid up to \$.44 cents per mile. Mileage to most common destinations is set by the University. (Individuals may not be paid for both mileage and actual gas receipts. Approval for mileage or actual gas receipts must be noted on the Event Form.)

Items e-g above, cannot be reimbursed until after the travel has been completed.

G. PURDUE UNIVERSITY BILLS

Purdue University Calumet has an Accounts Receivable system that affects student organizations. This system is used for student organizations that have requested University services. A specific account has been established for this use. Student organizations use this system for charging services such as printing and duplicating, copying, and postage needs. Forms for these services may be obtained from the BASS Office.

An invoice is mailed monthly to the BASS office from Accounting Services. The BASS office will ask the student organization member requesting the service to prepare the check request when requesting the service, leaving the amount blank. Once the invoice is received a copy of the invoice and check request with the total expense is forwarded to the treasurer for review. As the treasurer of a student organization, you need to review the invoice in order to verify that the charges are correct. The treasurer will have 10 business days to review the charges. If the BASS office does not receive any information that the charges are in dispute or incorrect they will be paid.

The BASS office reserves the right to pay delinquent University receivable invoices without the consent of the organization if, after review the BASS office deems this action appropriate.

GENERAL INFORMATION

A. LIABILITY INSURANCE

Purdue University Calumet carries a liability policy covering the activities of student organizations under the direct management of the University and whose finances are under the supervision of the BASS office.

The policy affords protection to University sponsored student organizations (including their officers and members) while acting within the scope of their duties. Excluded from coverage is any organization not under the direct financial management of the University, any organization whose hazardous activities mandate the purchase of special liability insurance, and activities involving the ownership, maintenance, operation or use of any automobile, boat (motorized or sailing), or aircraft.

For some functions and activities, student organizations will be required to submit evidence of a liability insurance policy or obtain special insurance for the event.

B. MEDICAL INSURANCE

Individuals and student organization members involved in student organization activities are responsible for maintaining their own medical insurance coverage.

C. SALES TAX

1. When Purchasing Items:

As a recognized student organization, you are exempt from paying the Indiana sales tax on items that are purchased, retained and used solely by the organization.

If a vendor requests a sales tax exemption certificate, please contact BASS office for a copy. The Indiana Sales Tax Exemption Certificate is issued on a case by case basis.

Purchases for the benefit of any member of the organization or for any other individual, such as all prepared foods, meals, banquets, lodgings or gifts, are not eligible for exemption. Therefore, sales tax should always be paid when purchasing these items.

2. When Selling Items:

When the student organization conducts selling activities to members or non-members, the organization becomes a retail merchant and must collect sales tax on these sales. The Indiana State sales tax of 6% must be collected by the organization when conducting sales activities.

The BASS office will send a Monthly Sales Tax Report to all student organizations that conduct selling activities. If there are any discrepancies on the report, the treasurer must contact the BASS office before the 12th day of the month to make corrections. The BASS office will generate a check based upon the financial records and make payment of sales tax due for the period being considered for the organization. Corrections after the 12th day of the month will not be allowed.

Sales Tax issues often times create many questions for treasurers. Please contact the BASS office at any time for clarification of any sales tax questions.

D. AWARDS AND SCHOLARSHIPS

Student organization funds can be used to provide scholarships to Purdue students. These scholarships are intended to provide a grant-in-aid to a student who has attained the character, qualities and activity as defined by the scholarship requirements.

The Scholarship and Award Form is the document used by student organizations to provide information for the awarding of scholarships. (See example)

All awards and scholarships issued to students by a student organization must be processed through the Bursar/Financial Aid disbursement system. In order to process an award to a student, the organization must submit a check request payable to Purdue University Calumet. This check request along with the completed Scholarship Award Form must be submitted to BASS office for processing.

Student organizations may provide awards based upon service, attendance and other virtues associated with awards of merit. (A list of recipients must accompany the check request.)

E. GAMES OF CHANCE

Student organizations under the fiscal supervision of the BASS office may not conduct games of chance on or off campus. Games of chance include but are not limited to bingo games, raffles, charity games nights, door prize events, or festivals that include prizes from pull tabs, punchboards or tip boards.

F. GIFT POLICY

University Regulations state: "Use of University facilities in any manner that results in financial gain, either directly or indirectly, to individuals or non-University organizations or groups is prohibited." Based on this regulation, student organization funds may not be transferred as gifts, charitable contributions, or donations to an individual or donations to groups or organizations whose funds are managed outside the control of Purdue University Calumet.

Exceptions to Gift Policy

Funds are generated by student organizations from a varied source of activities such as membership dues, activities on campus, activities off campus, donations from individuals, and donations from outside agencies and companies. All funds are collected by the student organization to provide the means to conduct the activities of the organization. Funds that are held by a recognized student organization may be expended as approved by the general membership of the organization, provided that the purpose of the expenditure is not in conflict with University regulations and other policy statements of the University.

1. Gifts in Recognition or Appreciation

A student organization often wishes to give a token gift of appreciation to an individual that has provided service or assistance to the organization. Organizations may use any funds that have been collected by the organization for this purpose. Gifts would be of a tangible nature.

A maximum dollar limit of \$100.00 per item, maximum \$100.00 per person, per year, is the allowable total value of the gift.

Cash, cash equivalent, or gift certificates cannot be given as gifts.

2. Charitable contributions

A student organization often wishes to give a donation to organizations or groups outside the University who are recognized by the IRS as a 501-c-3 non-profit agencies. Student organizations may use any funds that have been collected by the organization up to \$100.00 provided those funds have not been otherwise restricted by third parties.

If the organization wishes to give more than \$100.00, the following fund sources are allowable:

- membership dues,
- funds that have been contributed by club members for that specific purpose,
- funds raised through events conducted under the University Charity Policy (see Regulations Regarding Retailing, Commercial Soliciting, Canvassing, Sponsorship and Marketing Activities on the Campuses of Purdue University).

G. CONTEST – TOURNAMENT PRIZE OR AWARDS

A student organization may provide prizes for activities such as judged contests, organized athletic events and games of skill. An Event Form is submitted by the organization to the Student Life & Activities Office and then to the BASS office. The Event Form will explain the event/activity and the types and approximate value of prizes to be awarded.

Prizes that are tangible items such as DVD's, CD's, etc will require the completion of the Contest-Tournament Prize Form.

Prizes awarded in any monetary amount will require the completion of the Contest – Tournament Prize Form. This form requires the names of the winners, their Social Security Numbers and dollar amount to be paid.

Expenditures for prizes relating to games of chance will not be approved.

Plaques and trophies may also be given as awards of recognition in contests and tournaments.

H. CHARITABLE CONTRIBUTIONS

A student organization may conduct solicitations on behalf of qualified charitable organizations **ONLY AFTER RECEIVING APPROVAL FROM THE STUDENT LIFE & ACTIVITIES AND THE OFFICE OF THE DEAN OF STUDENTS**.. The activity, solicitation and disbursement of funds must adhere to the University's Charity Policy and financial procedures as outlined by the BASS office.

Split charity events which may be defined as a certain percentage split of net proceeds between the student organization and charity has been approved. The following stipulations for a split charity would include the following:

- The charity must receive at least 50% of net proceeds.
- The sponsoring organization must clearly advertise the manner in which the charity will be receiving funds, subject to approval by the Student Life & Activities and BASS offices.
- A written acknowledgement and approval of the split proceeds by the charity organization representative must be received by the Student Life & Activities office prior to approval of the Event Form. The approval by the charity and the percentage of the split must be noted on the Event Form prior to submission to the BASS office.
- Fraternities and sororities that do not maintain accounts with BASS must provide proof that their portion of net proceeds have been donated.

See (**Example**) for an example of the letter from the charity for the split event.

I. MEALS/FOOD

Generally, student organization members are only allowed to expense meals and food to the organization account for those sponsored activities pre-approved and scheduled on an Event Form. Impromptu dinners and food purchases that may only benefit one or a few members may not be an appropriate use of organization funds and could be construed as a gift or donation to an individual. Expenditures of this nature may require additional explanation and/or organization approval prior to processing.

J. TIPS

Tips itemized on receipts are generally approved for reimbursement. A tip will be reimbursed up to a maximum of 20% of the total food bill.

ACCOUNTING FUNCTIONS

A. BUDGETS

Each student organization should prepare an annual operating budget for internal control and planning purposes. The budget should be reviewed and signed by the president, treasurer and faculty advisor of the club. The treasurer should maintain the budget in the organization's financial record book. Please contact the BASS office if your organization needs help in preparing an organizational budget.

B. CASH CONTROL LEDGER

The cash control ledger (**See example**) is used by the treasurer to record the deposits and checks processed to the Student Organization's account. This ledger is similar to your own personal check book register and should be maintained in the treasurer's financial record book. This form can be obtained on line and saved electronically for your convenience.

- Each deposit should be entered and added to the existing balance in the account. (This information should be entered from the treasurers pink copy of the deposit slip.)
- Each check request should be entered and subtracted from the existing balance in the account. (This information should be entered from the treasurers pink copy of the check request form).
- The last figure in the "balance column" should reflect the cash balance in the Student Organization account.

C. RECONCILING MONTHLY STATEMENTS

A monthly statement is mailed to each treasurer of all recognized student organizations every month. If your student organization had no activity during the month the bank statement is reconciled, a Summary statement showing the organization's name, account number and balance to date will be sent.

Just as with a bank statement, the BASS office depends on the treasurer to check all transactions making sure that they are correct. Also, verify that all transactions on the printout belong to your organization and that all transactions that should be on the printout are present. If there are discrepancies, report them immediately to the BASS office.

- **Deposits** - Deposit numbers and amounts that have been recorded by the treasurer on the Cash Control Ledger should be verified against the monthly statement.
- **Check Requests** - Each check request number recorded by the treasurer on the Cash Control Ledger should be verified against the monthly statement. The check number issued by the BASS office should be matched to the check request number and entered on the treasurer's Cash Control Ledger. This reconciliation process will verify the transaction.

Remember that the BASS office depends on the treasurer to reconcile the organization's records. Please reconcile your records promptly and report any discrepancies immediately.

D. AUDITS

The BASS office conducts audits of the financial activity of recognized student organizations. Audits are conducted during the school year and are scheduled according to an audit cycle. Generally, each student organization's financial records are audited once per year, however, some organizations are audited more frequently as determined by the BASS office.