Chapter 5: Finances

Restricted Accounts

All RSOs are assigned a University Restricted Account at the time of recognition. This account is maintained by the Business Office and is established for deposits of fundraising revenue, monetary donations, membership dues, and Campus Activities Office budget allocations. At the end of the academic year, funds are rolled over for the following year. Account statements are distributed to the RSO’s advisor. CSOs utilize departmental fiscal budget finances.

Budget Allocation Process

All RSOs are eligible to participate in the budget allocation process held during the spring semester, pending the RSO’s submitted the “Budget Allocation Packet” for consideration of funding. Only complete packets and those received before the applicable deadline will be considered.

Budget Allocation Committee

The Student Government Association’s Budget Allocation Committee makes recommendations to the Director of Campus Activities/University Center on funding for RSOs. The Director may enact or veto these suggestions based on the same criteria.

The Budget Allocation Committee will evaluate all areas of RSO spending, current and proposed. Variables such as the RSO’s number of active members, financial independence, and overall benefit to the University community will be considered. The Budget Allocation Committee reserves the right to refuse funding for specific projects, events, and equipment that may be inconsistent with University goals, values, and policies. Funding may also be denied for the projects, events, and equipment of RSOs duplicating the efforts of other organizations.

General Guidelines for Budget Allocations

The following serve as a guideline in the budget allocation process for RSOs. The Budget Allocation Committee may make suggestions to override any portion of these on an individual basis. At the Director of Campus Activities/University Center’s discretion, such suggestions may be enacted or vetoed.

1. Only student organizations officially recognized by the Vice President of Student Life (Recognized Student Organizations) are eligible to participate in the Budget Allocation Process. Participation, however, is voluntary.

2. Only those RSOs that have submitted completed “Registration Renewal Packets” as well as completed “Spring Semester Officer Update Forms” by applicable deadlines are eligible to participate in the Budget Allocation Process.

3. Incomplete “Budget Allocation Packets” and those submitted after applicable deadlines will not be accepted or considered.

4. RSOs are strongly encouraged to participate in fundraising projects to generate their own funds as well as secure funds from other sources. The Committee considers the RSO’s commitment to fundraising when allocating.

5. RSOs are strongly encouraged to participate in service projects, including special initiatives of the Center for Service-Learning and Volunteerism. The Committee considers the RSO’s contribution to the community when allocating.

6. RSOs are strongly encouraged to participate in the leadership development and community building initiatives of the Campus Activities Office and the Student Government Association. Examples of these initiatives have included Club Rush, RSO Officer/Advisor Workshop, leadership workshops, and Homeless Night Out. The Committee considers such participation when allocating.

7. RSOs are strongly encouraged to develop their own events and community building events. Providing an event planning summary for the Budget Allocation Committee is strongly encouraged to better elaborate on your ideas for fund usage for the upcoming academic year.

General Criteria for Budget Allocations

1. All RSOs must designate an organizational representative who is familiar with the RSOs “Budget Allocation Packet” to appear before the Budget Allocation Committee during the allocation interview process. Failure to comply may result in denial of allocation requests.

2. RSOs meeting all “General Guidelines for Budget Allocations” and benefiting diverse segments of the student body, through activities encouraging active participation and those impacting large segments of the University community, may be given special consideration when allocating.

Specific Criteria for Budget Allocations

- Academic Credit: RSOs will not be funded for academic credit payments.
• Advisors: RSOs will not be funded for advisor fees.
• Alcohol: RSOs will not be funded for alcohol or alcohol-related activities.
• Awards and Trophies: RSOs may be funded for awards and trophies.
• Conferences, Fees: RSOs may be funded for registration and entry fees.
• Conferences, Lodging and Meals: RSOs will not be funded for lodging and meals.
• Conferences, Transportation: RSOs may be funded for vehicle travel within the 48 contiguous states only. For specific rates, see “Travel.”
• Copies: RSOs may be funded for copies and other duplications.
• Dues, National and International: RSOs will not be funded for international and national dues.
• E-mail Accounts: RSOs will not be funded for e-mail accounts.
• Equipment: RSOs may be funded for equipment provided the equipment benefits the entire organization and is an investment that can be utilized by members in successive semesters.
• Fax Service: RSOs will not be funded for local or long-distance fax service.
• First Aid Supplies: RSOs may be funded for first aid supplies provided the supplies benefit the entire organization and are an investment that can be utilized by members in successive semesters.
• Fundraising Projects: RSOs will not be funded for fundraising costs (e.g. prizes, gift certificates, ticket production).
• Internet Access: RSOs will not be funded for internet access.
• Membership Recruitment Activities: RSOs will not be funded for Membership Recruitment related costs.
• Office Supplies: RSOs may be funded for office supplies.
• Postage: RSOs may be funded for postage.
• Practice and Field Time: RSOs may be funded for practice and/or field time. RSOs should schedule times only when full membership may take part.
• Publicity: RSOs will not be funded for direct publicity (e.g. media advertisements, stickers, novelty items, etc.).
• Refreshments: RSOs may be funded for food and beverages provided the event is open to the University community.
• Service Projects: RSOs may be funded for service project costs (e.g. gloves, trash bags, paint brushes, etc.).
• Speaker Honorarium: RSOs may be funded for speaker honoraria.
• Special Events: RSOs may be funded for special events that are open to and benefit the University community.
• Telephone Service: RSOs will not be funded for local or long-distance telephone charges, nor for cellular, wireless, or digital phone service.
• Tournament Fees: RSOs may be funded for tournament fees.
• Travel: RSOs may be funded for vehicle travel within the 48 contiguous states only.
  1. Such funding is for travel greater than 50 miles and less than 550 miles one way.
  2. Such funding is for a maximum of four vehicles per trip.
  3. Such funding does not include vehicle or bus rental fees.
• Uniforms: RSOs may be funded for uniforms provided they benefit the entire organization and are an investment that can be utilized by members in successive semesters.

Student Organization Reserve Fund

The Student Organization Reserve Fund exists to provide additional funding to RSOs with expenditures exceeding their budgetary resources. The Student Organization Reserve Fund also provides funding for new student organizations receiving official recognition after the budget allocation process. All RSOs may request funds for specific events, programs, or equipment. "Reserve Fund Petition Forms" must be submitted to the Campus Activities Office no later than 14 days prior to the proposed event, program, or equipment purchase for consideration. All allocation decisions will be based on the aforementioned criteria. CSOs are not eligible to apply for Reserve Funds due to the fact that they are funded by departmental funds.
Fundraising Projects

All student organizations are allowed to participate in fundraising projects on campus provided they follow policies. All RSOs are encouraged to seek sources of funding to supplement income from membership dues and Campus Activities budget allocations. All student organizations must secure authorization for fundraising projects, both on and off campus, from the Campus Activities Office. “Fundraising Project Authorization Forms” must be submitted no later than 14 days prior to the proposed project for consideration. Authorization and scheduling decisions will be made by the Director of Campus Activities/University Center, or a designee, using the following guidelines:

1. Fundraising activities must not conflict with the educational purpose of the University.
2. Fundraising activities must not conflict with a fundraising activity having prior approval. In order to maximize fundraising sales for all student organizations, the Campus Activities Office will approve only one fundraising project per item per day (e.g. one food sale, one merchandise sale and one drawing ticket sale per day).
3. Funds derived from fundraising activities must be used to further the purpose, intent and mission of the student organization and the mission, values, and goals of the University.
4. Door-to-door solicitation in the residence halls is prohibited.
5. Raffles are prohibited. Organizations are permitted to conduct “drawings” using tickets marked with “suggested donations,” pursuant to the Texas Charitable Raffle Enabling Act (Article 179f).
6. Food Fundraisers strictly for the campus community do not require a food permit, however Organizations are encouraged to follow San Antonio Metropolitan Health District Food Sanitation Division requirements.
7. Food Fundraisers open to the public do require a temporary food permit. Purchase of the food permit must be done 3 days in advance and must be visible the duration of the event.

Temporary Food Permits
All student organizations, staff and faculty organizations on campus are encouraged to abide by the San Antonio Metropolitan Health District Food Sanitation Division requirements for any food fundraiser. A full description of requirements can be obtained through the health department web site www.sanantonio.gov/health/foodsanitation/

All organizations must obtain a temporary food permit, the cost is $30.90 per day and the permit must be on site during the food fundraiser if it is open to the San Antonio public. Advance payment for the license is required at the Business Service Center located at 1901 South Alamo Street, hours of operation are 7:45am to 4:30pm Monday thru Friday. Failure to obtain a temporary food permit for a campus fundraiser will result in suspension of further fundraisers on campus and per Sec. 13-218 Penalties of the City of San Antonio Metropolitan Health District Food Sanitation Division violators can be punished by a fine of not more than one thousand dollars ($1000). For further information refer to Chapter 9: Forms, Requirements for Temporary Food Establishments

Essential Ingredients of Fundraising
- **Target.** Define your market. Remember there are a number of different groups to whom you can market: parents, classes (freshman, sophomore, etc.), resident students, commuter students, Weekend College students, faculty, staff members.
- **Demand.** Determine if there is a need or desire for a particular item or service. Is another group already meeting the demand? Duplicated efforts often lead to unsuccessful projects.
- **Timing.** Keep the following events in mind when planning your project: the University’s academic calendar, pay schedule for student employees, holidays, and special events.
- **Location.** Choose locations that will put your fundraiser in the eyes of your targeted market.
- **Budget.** Ask the following questions: Is the time invested worth the money (e.g. working 100 hours to earn $100.00)? What will you use as start-up funds? Will these be sufficient?
- **Publicity.** Generate word of mouth. Other forms of publicity should be unusual, exciting, and colorful. Use gimmicks. Be different!
- **New Ideas.** Beware of using old ideas over and over again. Be innovative!

Tips for Successful Fundraising
- Try to get it for free. Whatever “it” is, try not to pay for it.
- Do not do all the work yourself. Delegate tasks and ask fellow members to participate. Involve as many members as possible.
- Develop a plan of action or a step-by-step checklist.
- Have an obtainable goal to reach.
- Allow enough time to get the project done.
- Evaluate the organization’s performance after the project is over. Keep records.
- Thank all the persons responsible for making your fundraising project a success.

**Petty Cash Vouchers**

"Petty Cash Vouchers" are used to obtain funds in amounts of $25.00 or less. Funds can be obtained **Monday through Friday from 9:00 a.m. to 3:00 p.m.** in the Cashier's Office (Walter Center).

1. Prepare a "Petty Cash Voucher" for cash requests of $25.00 or less. Staple all receipts to the "Petty Cash Voucher." **Original receipts** must be submitted to support all expenses. The Business Office will process one "Petty Cash Voucher" per student organization per business day.

2. Obtain the proper signatures as indicated on your student organization "Restricted Account Authorization Form." Two signatures are required to obtain funds from an organization's account; the advisor and either the organization's president or treasurer.

3. Submit the "Petty Cash Voucher" to the Cashier's Office (Walter Center) for encumbering (charging against your student organization's account). Encumbrance of "Petty Cash Vouchers" verifies that student organization funds are available to cover the amount of the expense. After encumbrance of the "Petty Cash Voucher," a cashier will issue money for the receipts submitted.

4. Occasionally it is necessary to obtain petty cash before purchasing items. For such cash advances, student organizations must **save all receipts**. Original receipts to verify the petty cash advance must be submitted within three days after withdrawing the cash. After purchasing items, turn all original receipts to the Cashier's Office, along with the name of the student organization to whom the receipts belong.

5. Only one outstanding "Petty Cash Voucher" (without receipts) at a time is permitted. Student organizations must present receipts for all petty cash received before being issued additional petty cash.

**Purchase Orders**

"Purchase Orders" are used to obtain funds in amounts over $25.00. To obtain funds using a "Purchase Order," the completed "Purchase Order" MUST be submitted to the Accounts Payable Office no later than **Tuesday at 5:00 p.m.** to receive a check on Friday after 1:00 p.m.

1. Prepare a "Purchase Order" form for payment by detailing complete vendor information, writing in the student organization's account number, and completing the description of articles or services. Ensure the "Purchase Order" has all three copies attached (white, yellow, and pink).

2. Staple all invoices and receipts to the "Purchase Order." **Original receipts** must be submitted for all expenses. W-9s are required for some vendors. Check with the Accounts Payable Office for clarification.

3. Obtain the proper approval signatures as indicated on your student organization's "Restricted Account Authorization Form." Two signatures are required to obtain funds from an organization's account; the advisor and either the organization's president or treasurer.

4. Submit the "Purchase Order" to the Accounts Payable Office. Generally, "Purchase Orders" submitted to the Accounts Payable Office by 5:00 p.m. Tuesday will be processed that week. The check requested will be available at the Cashier's Office by Friday after 1:00 p.m. This timetable may be altered by the Accounts Payable Office as necessary.

5. When a "Purchase Order" is used to obtain a check for advance funds to purchase items, all original receipts must be stapled to the check stub and hand-delivered within three days to the Cashier's Office or to the Accounts Payable Office. Without the check stub attached to the submitted receipts, it is impossible to match the receipts with the check copies for filing.

Keep copies of "Purchase Orders," "Petty Cash Vouchers," receipts, and all other account information for the student organization's permanent records. Each month, advisors will receive an account update detailing the student organization's current account balance. For assistance or questions in obtaining funds from the organization account, contact the Accounts Payable Office.
Ownership of Real Estate

Student organizations are prohibited from owning, leasing, and renting real estate. Student organizations failing to comply risk sanction from the University, including immediate loss of recognition. The University reserves the right to pursue legal action against individual members, officers, and advisors, as well as organizations as a whole and their local, state, national, and international affiliates, if applicable.

Duties of the Treasurer

The following tips are provided for organization treasurers in order to assist with implementation of sound business management and practices. These are provided as suggestions, with each student organization ultimately responsible for assuring the financial integrity of its University restricted account.

- The treasurer should be assigned the exclusive responsibility of depositing funds into the RSOs account. All acquired funds should be deposited into the RSO’s account in a timely fashion.
- Officers acting as treasurers in a CSO should work with their departmental advisor to ensure proper budget management for their organization.
- The treasurer should issue a numbered receipt to all individuals who submit funds for deposit into the organization’s account, including funds generated through fundraising projects. Receipts should be issued in duplicate, in order for copies to be maintained in the organization’s official bookkeeping file.
- The treasurer should request copies of all financial reports forwarded to the organization’s advisor.
- The treasurer or assigned officer should provide written monthly financial reports to the organization’s officers, members, and advisor.
- Such reports should detail all income and expenses.
- The treasurer should be actively involved in preparation of the RSO’s “Budget Allocation Packet” if the RSO participates in the budget allocation process.
- The treasurer should work with the advisor to verify all organization bills are processed before the end of the spring semester.
- The outgoing treasurer should provide the incoming treasurer with all official organization bookkeeping files during a transition process at the end of the outgoing treasurer’s term.
- Organization’s handling large amounts of money should establish a method of financial audit in order to verify the accuracy of the treasurer’s records.