

2005-2006 CLUB FUNDED ACCOUNT
TREASURER'S PROCEDURES

1. Be sure you have a completed Signature Form on file in PUB Office Room 320 for the 2005-2006 year. (They are blue this year.)

DEPOSITS (When you want to put money into your account)

2. Deposit slips are obtained from 320 PUB and also at the PUB Cashier (Bookstore Customer Service Area):
 - a. Yellow deposit slips are for Club Funded deposits; (white ones are for AS budget account deposits.)
 - i. Be sure to note the source of the money in that deposit on the bottom of the deposit slip on the lines provided.
 - b. Make sure all checks are made out to your dorm/organization.
 - c. Treasurer must endorse all checks at the very top of the back leaving room for the cashier's stamp.
 - d. Attach two cash register tapes (duplicates) with all checks for that particular deposit listed on the tape, and have them totaled.

WITHDRAWALS (When you want to take money out of your account)

3. Withdrawal forms (2 different types) are obtained from Student Life Accounting, 320 PUB.
 - a. Regular, for most transactions ("Authorization for Payment" – white, half sheet size, 2-part). With this form you will receive a check back for your disbursement.
 - b. Transfer, for payment to any other University budget ("Authorization for Transfer" – yellow half sheet). With this form you will not receive a check. The monies will be transferred internally.
 - Note: You must put the budget number being transferred to on the top line of this form. If transferring to another Club Funded account, no budget number is needed.
 - This is the form you should use to give money to one of the other residence halls or transfer into your ASEWU Budget Account. Don't use an Authorization for Payment form to transfer money to other residence halls.

APPROPRIATE USE GUIDELINES:

Remember that the Club Funded Account is similar to a petty cash type of account. If a club makes a request that **exceeds \$500.00** that request needs to be reviewed by Cheryl Grimm, Accounting Supervisor I, Student Life Accounting (320 PUB).

A request **exceeding \$1,000.00** for purchase should be a Purchase Order Request, not a check (in most cases – determination to be made by Cheryl Grimm, Accounting Supervisor I).

A request involving **payment for services (a performer, a disc jockey, etc.)** needs to be Memorandum of Agreement which provides a contract and liability protection.

A request involving **travel expenses over \$500.00** needs to be reviewed by Cheryl Grimm, Accounting Supervisor I, to determine the most appropriate means of requesting funds.

TO WITHDRAW FUNDS/TO RECEIVE A CHECK:

- Complete an “Authorization for Payment” form and have it signed by your organization’s advisor. Attach a receipt. (Retain a copy of receipt for your records.)
- On the “in payment of the following” line, please tell whether it is for a “cash advance” or “reimbursement” – also detail the date and name of the event, items purchased, or other details that help describe the purpose of the check.
- New requirements from the EWU Purchasing Office ask for a list of persons attending a meal at a restaurant if cost of meal is being reimbursed, plus a detailed receipt from the restaurant listing food and beverage items purchased.
- If request is a Cash Advance, you need to turn in a receipt when receipt is available. If it is a reimbursement, please attach the receipts that are being reimbursed.
- Deposit the completed form with any attached receipts in the lower letter tray inside the doorway of 320 PUB, Student Life Accounting. If the form is turned in at 320 PUB before 4 p.m. you can usually expect your check after 9 a.m. the following day. You can slide requests under the door if the office is closed.

ALL REQUESTS FOR CHECKS MUST BE ACCOMPANIED BY RECEIPTS. The receipts need to total the amount being requested. The receipt needs to have the name of the store or vendor on it, and the date imprinted on it. No alcohol or tobacco products can be paid for with these funds, in line with EWU policy.

NOTE: Residence Hall treasurers turn in copies of their receipts with check requests because the original receipts go with the yellow copy of the check request and are turned in each quarter to Sue Money Penny, per instructions for Res. Hall treasurers.

FOR CHECK REQUESTS WHERE YOU ARE REIMBURSING FOR MONEY ALREADY SPENT:

Attach the receipts for this money to your check request. Again, the receipts must match the amount you are requesting, and the receipts must have the name of the store/vendor, and the date imprinted. (Please retain a copy of any receipts for your own records.) We are not supposed to issue any checks without the matching receipts.

FOR CHECK REQUESTS WHERE YOU ARE HAVING TO PAY BEFORE YOU GET A RECEIPT, i.e., “Cash Advance”:

Bring in the check request, with “Cash Advance” detailed on the “description” lines. When you give the check to the store or vendor, **ask for a receipt if they don’t give you one.**

NOTE: If you get money back from the vendor because your check was more than the item cost you will need to re-deposit this excess in your club funded account and save the deposit receipt. Please remember that every penny has to be able to be tracked because we are all ultimately responsible to Auditors and we need to be able to show a “paper trail” on all the money for Club Funded Accounts. Thanks for your part in keeping up with this paperwork.

Bring the vendor receipt, the deposit receipt (if you have leftover money) to the office of Student Life Accounting. Retain a copy of receipts for your records before turning in at 320 PUB.

NOTE: IF YOU CANNOT PROVIDE RECEIPTS WE WILL NOT BE ABLE TO CONTINUE TO ISSUE CHECKS FOR YOU.

Picking Up Checks: Checks should be ready after 9:00 a.m. the day after you leave your request, provided you left your request by 4:00 p.m. the preceding day.

Only treasurers may pick up a check unless prior arrangements are made for someone else to pick it up. Send a note with the person picking up the check or call ahead of time, at -6716 or -7852.

Note: to save paper and writing and time, if you have one person with more than one item that needs reimbursing, put them all into one check and itemize them on the bottom of the withdrawal form, with the various amounts and what they are for. This will save everyone time and effort and paper.

VOIDING CHECKS: If you need a check voided **YOU MUST BRING IT BACK TO 320 PUB. PLEASE DO NOT TEAR IT UP.** We have to have the check back in order to void it and we need to retain it in our files for auditing purposes. This applies especially to the security deposits you make for your cruises which are returned to you after your cruise. Bring it back to 320 PUB in order to void.

4. MONTHLY STATEMENTS

- a. A monthly computer printout of your organization’s account as it stands on the 320 PUB office computer will be available for pickup by you once a month, usually by the tenth of the month. Check this report with your own records monthly. If there are discrepancies bring your records to 320 PUB and we will go over it with you to correct the problem. This could prevent your organization from losing money that it deserves to have.

STOP PAYMENT: If any check needs to have a “stop payment” on it for reason of being lost, etc., there will be a \$20.00 stop payment charge applied to your organization’s

account for each check (charge is applied by the bank). Stop Payments are handled through 320 PUB.

PROMPT CASHING OF CHECKS: Please encourage your people to cash their checks promptly because this allows us to keep your records current without a lot of outstanding checks.

CHANGING OFFICERS: Please sign a new Signature Form (available at 320 PUB) whenever you change any officer, **ESPECIALLY THE TREASURER.** Treasurers need to keep their contact information current with the office staff in 320 PUB to facilitate mailing or calling you in relation to checks and statements.

END OF THE QUARTER: This is usually a hectic time with lots of people suddenly remembering they haven't turned in their receipts for reimbursements. Please encourage your people to get their receipts to you well before the end of the quarter. Then set a cut-off date when you will not accept any more receipts so that you can have time to close your books before you leave for break. Be sure to double check at 320 PUB before leaving for break and make sure you haven't forgotten to pick up any checks that should be distributed.

Any problems, questions, confusion: Please feel free to contact us at Student Life Accounting, 320 PUB, -6716 or -7852. We are happy to work with you on all aspects of Club Funded Accounts.