



**Westminster College
Student Organization
Treasurer Guide**

*Westminster College
Office of Student Affairs
319 S. Market St.
New Wilmington, PA 16172*

Agency Funds

Every organization on campus has an Agency Fund through the college.

- An organization may **NOT** have a bank account off campus.
- Every organization has an account number that will be used for transactions with the Business Office. You must have this number. Your advisor should also have this number.

ACCOUNT NUMBER should be passed down from one Treasurer to the next. In the event that you do not have this information, contact the Business or Student Affairs Office. You must be the organization advisor, President, or Treasurer on record to interact with the account.

The Agency Fund Balance report accounts for roll over from previous years and provides the current, correct balance. Only advisors have access to Calculate the Agency Fund Balance. Please ask your advisor to run this report if you need to know your account balance.

How Organizations Receive Funds

Organizations may receive funds by:

- Collecting dues from members, if your constitution requires and stipulates how these are collected.
- Requesting money from SGA
- Fundraising
- Supplemental Funding Requests

ALL funds must be deposited in the organization's Agency Fund.

Requesting Funds from SGA

SGA sets aside a portion of its allocated budget to support student organizations with programming and other initiatives. SGA publishes annually policies for how SGA allocated funds can be spent. In general, speaking, SGA funds should be utilized to foster all-campus programming and to provide a base level of administrative support for organizations.

To secure SGA funding, your organization must participate in the Audits & Allocations process. Funds requested in the beginning of the semester apply to the current fiscal year (July 1 to June 30). Additionally, student organizations are ineligible for SGA funding if they fail to attend the Student Organization Leadership Annual Retreat (SOLAR) and complete the Student Organization Annual Report at the conclusion of the previous academic year.

Audit

This is a review of all the financial activity over the last year (i.e. all activity following the last audit and allocation process).

- Audits dates are announced by the SGA Treasurer each year. Each organization will sign up for a 15-minute time slot.
- Prior to the audit, all dues, fundraisers, etc. must be deposited into the group's account at the Business Office.
- SGA Finance Committee will grade audits **pass** or **fail**.

If any organization fails for any reason, they will be placed on probation for one semester and all financial paperwork will require the approval of a designated individual within Student Affairs.

Things Required for the Audit Process

- All receipts and copies of disbursement vouchers attached.
- There are two parts to the check, the check which is cashed and the description for the vendor which is removed before cashing. This vendor portion is NOT a receipt. It only tells the Finance Committee that you had the check written.
- All deposit slips.
- Organization's current, accurate account balance.

Allocations

This is the amount of money an organization requests from SGA for anticipated and planned expenses during the upcoming academic year. While the Audit looks at the past, the Allocations section looks at the future.

The SGA Treasurer will announce Allocation dates during SOLAR. Organizations will sign up for a 15-minute meeting with the SGA Finance Chair to discuss their projected budget for the upcoming year. Once all Allocation meetings are completed, the SGA Finance Committee will review each request and present a proposed allocation budget to the SGA Senate for approval. Representatives from organizations will be invited to attend and expected to attend so they may advocate for their request at the meeting where the proposal will come up for vote.

Figure 1.

The screenshot shows the my.westminster website interface. At the top, there is a navigation menu with links for HOME, ACADEMICS, ADMISSIONS, ALUMNI AND FRIENDS, COMMUNITY, FINANCES, EMPLOYEE, REPORTS, HELP, and MY PAGES. Below the navigation, a breadcrumb trail reads: You are here: Community > Campus Groups > Student Government Association > Audits & Allocations. On the left, a sidebar menu lists various categories, with 'Audits & Allocations' selected and expanded. The main content area is titled 'Audits & Allocations' and contains several sections: 'Important Information' with a sub-section 'Audits and Allocations Policies & Procedures' containing a link to 'Allocation Budget Template' (highlighted with a red box); 'Schedule for Audits & Allocations' with a table of info sessions and audit meetings; and 'Audits and Allocations' text explaining the Finance Committee's role. A 'What to do if you miss Audits & Allocations' section at the bottom states there is no content in that portlet.

The Mandatory Template: Projected Budget for the next year is required for allocation requests. This template can be found by here:

My Westminster > Community > Student Government Association > Audits & Allocations

Fundraising

Organizations may fundraise to raise money for the organization or philanthropy. While fundraising is one way for organizations to increase funds, it has proven less effective in recent years. Organizations are encouraged to utilize funding provided to them by SGA. This statement does not refer to philanthropic funding.

Financial Paperwork and Processes

Check Requests

Check requests (Disbursement Vouchers) are the forms used to spend money from the Agency Fund. The account number and signatures of the Treasurer and advisor are required.

If you have an invoice number, include it. Do not ever sign a check request without seeing the receipt. The white copy goes to the Business Office, the yellow and the receipt belong in the Treasurer's record, and the pink stays with the advisor. If you use any services on campus, such as Duplicating, you will have to pay for services using a Check Request and will make the check payable to Westminster College.

Figure 2.

Westminster College, New Wilmington, PA 16172-0001
STUDENT'S GENERAL FUND - DISBURSEMENT

Organization's Name _____

To Payee _____ Date _____

Address _____ Account # _____

Invoice # _____ Office Use _____

Description of Expense: _____

Amount of Check _____

Advisor _____ Treasurer of Organization _____

Business Office	White
Treasurer	Yellow
Advisor	Pink

BUSINESS OFFICE APPROVAL over \$500.00 _____

For a new payee, attach a completed W9. All vouchers must include an address before check will be issued.

Deposit Slips

Deposits into the Agency Fund should be made using a Deposit Slip (see Figure 3). Both the Treasurer and Advisor should sign the slip. Organizations are encouraged to write a note on the slip about the source of this deposit (dues, fundraising, etc.). When organizations are conducting fundraisers, they should be encouraged to make deposits along the way so that large sums of money are not left out and vulnerable.

Business Office

The Business Office, which is located on the second floor of Old Main, is open Monday to Friday from 8:30 a.m. to 4:30 pm. The Cashier Window is open Monday to Friday from 10 a.m. to 2 p.m. The Cashiers window will be able assist your organization with any deposit or disbursement. Disbursement vouchers should be turned in by Thursday at 12 p.m. to be ready on Friday. All disbursements collected after noon on Thursday will be ready the following week.

After your organization submits a disbursement form, the business office will process your request. Checks for outside vendors and businesses are available for pick-up by the treasurer or president every Friday after 12 p.m. If you are already signed up for direct deposit with the college, your reimbursement will automatically be deposited in your account. If you do not have direct deposit set up with the college, or if you have a disbursement voucher for an outside entity, checks can be picked up from the Business Office Fridays after 12 p.m.

