



*Westminster College  
Organization Treasurer's  
Guide*

*Created February 2015*

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

## **Student Organization Treasurer's Guide**

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's 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**

- ✓ Collect dues from members, if your constitution states this.
- ✓ Fundraise (must fill out a form and turn into Student Affairs, must have advisor approval)
- ✓ Request money from SGA (Process happens in March)

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

#### Requesting money from SGA

SGA sets aside a significant portion of its budget to assist student organizations with programming and other initiatives. However, SGA funds are intended to fill in the gaps left after a student organization collects dues and conducts fundraisers. It is not meant to be a primary funding source.

To secure SGA funding, the organization must participate in the Audits & Allocations process, which occurs every March. Funds requested in March apply to the next fiscal year (July 1 to June 30).

#### 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 Finance Chair each year, usually held in March. 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 the Associate Dean of 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 the organization would like to request 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 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 the meeting where the proposal will come up for vote so they made advocate for their request.

Items required for allocation requests:

- ✓ Mandatory Template: Projected Budget for the next year (5 copies)

*This template can be found by here:*

*My Westminster > Community > Student Government Association > Committees, Councils, Boards, and Trustees*

The screenshot shows a web page with a breadcrumb trail at the top: "You are here: Community > Campus Groups > Student Government Association > Committees, Councils, Boards, and Trustees". The main heading is "Committees, Councils, Boards, and Trustees".

On the left side, under "Student Standing Committees", there are three sections:

- Academic Affairs Committee**: The Academic Affairs Committee is responsible for reviewing current academic policies and practices, as well as recommending changes in procedure. This committee is responsible for the annual College Bowl competition and the selection of students for Who's Who Among American Colleges and Universities.
- Finance/Appropriations**: The Finance Committee is responsible for allocating the Student Government Association's Grant Fund among the recognized student organizations. This committee also recommends to the Senate the funding of student groups. Yearly, the committee audits all organizations that receive SGA funding.
- Student Concerns Committee**: Student Concerns Committee shall be responsible for all matters of policy within the Student Government Association. This includes but is not limited to organizing all elections and dealing with all matters of the Constitution and By-Laws, in addition to coordinating the Food Service Advisory Committee. It is also responsible for addressing student concerns pertaining to issues outside the classroom.

On the right side, under "Related Documents", there is a "General" section with the following items:

- SGA Funding Available thru Audit & Allocations (.docx, 18K)
- 14-15 Allocation Request Template (.xls, 30K)** (highlighted with a red box)
- Audit & Allocation Power Point (.pptx, 625K)

At the bottom of the "Related Documents" section, there is a link: "Go to Main Screen ▶".

## Fundraising

Organizations may fundraise to raise money for the organization or to raise money for philanthropy. Use the below form found on My Westminster.

You are here: [Community](#) > [Campus Groups](#) > [Student Affairs](#) > [Student Activities](#)

### Student Activities

**Student Activities**

Student activities are an essential part of the college experience. Through involvement in various clubs and organizations, the student may complement academic studies while meeting new friends and gaining valuable experience. Westminster has many organizations that welcome new members to take part in their activities and services. The Office of Student Affairs serves as a center for information on campus clubs and organizations through involvement by Gina Vance, Associate Dean of Student Affairs.

**Student Organizations**

**Governmental**

- [Interfraternity Council](#)
- [Panhellenic Council](#)
- [Student Government Association \(SGA\)](#)

**Related Links**

- [Student Organizations' Officers](#)
- [Update Student Organization Officers](#)

**Related Documents**

General

- [Fund Raising Permission Form \(.pdf, 14K\)](#)
- [Student Organization Guide Book \(.pdf, 232K\)](#)
- [Fire Pit Regulations \(.pdf, 77K\)](#)  
Regulations for using the fire pit at the College Field Station.
- [How to make Your Organization's Web Page \(.pdf, 37K\)](#)

[Go to Main Screen](#) ▶

You will find a pdf of the form in that link. The organization officers will fill it out, advisors will sign it, then the officers should bring it to the Student Affairs Office.

## **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.

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

Account # \_\_\_\_\_  
 Organization's Name \_\_\_\_\_ Date \_\_\_\_\_  
 To Payee \_\_\_\_\_ D.V. Request No. \_\_\_\_\_  
 Address \_\_\_\_\_ Balance Forwarded \_\_\_\_\_  
 \_\_\_\_\_ Deposits Made \_\_\_\_\_  
 SS#/FID# \_\_\_\_\_  
 Description of Expense: \_\_\_\_\_ **AMOUNT OF CHECK** \_\_\_\_\_  
 \_\_\_\_\_ Balance \_\_\_\_\_  
 \_\_\_\_\_  
 Advisor \_\_\_\_\_ Treasurer of Organization \_\_\_\_\_  
 \_\_\_\_\_  
 BUSINESS OFFICE APPROVAL over \$500.00  
 Business - white  
 Treas. - yellow  
 Advisor - pink

NOTE: For a professional fee, voucher must have a social security number or federal identification number.  
 All vouchers must include an address before check will be issued.

WC-106 (5/93; 5/12;9/13) **Yellow copy with receipt attached should be kept in your records**

WESTMINSTER COLLEGE  
 Founded 1852, New Wilmington, Pa.

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.

Deposit Slips

Deposits into the Agency Fund should be made using a Deposit Slip. 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.