DIVISION OF STUDENT AFFAIRS - CAMDEN

OUR DEPARTMENTS

- Dean of Students Office
  - Code of Conduct & Judicial Affairs
  - Veterans Affairs
  - MAPWorks

- Housing & Residence Life

- Career Center

- Office of New Student Programs

- Campus Center
  - Building Operations
  - Office of Campus Involvement
  - Office of Fraternity & Sorority Affairs

- Student Affairs Business Office
  - IMPACT Booth
  - Corner C-Store/Lounge
  - Student Fund Accounting Office

- Health Services

- Event Services

- Student Affairs Computing Group

- Athletics & Recreational Services
  - Intercollegiate Athletics (Div. III)
  - Fitness Center
  - Club Sports

- Office of International Students
STUDENT AFFAIRS BUSINESS OFFICE

MISSION

To meet the financial and accounting needs of the Associate Chancellor for Student Affairs, Student Affairs departments, and our diverse and dynamic student leaders and their organizations.

We achieve our mission through quality performance in a professional, courteous and service-oriented manner.

VISION

• Establish and communicate policies and procedures to ensure efficient use of university resources.
• Maintain the divisions accounting and financial reporting systems
• Receive, deposit and reconcile funds due the University
• Prepare and analyze budget reports for management to facilitate strategic plans and departmental goals.
• Provide oversight and management to ensure the integrity of all financial affairs.
• Actively promote and monitor compliance with University, State and Federal laws
SFAO ADMINISTRATION

THOMAS L. SNYDER
BUSINESS MANAGER

KADEEM K. WILLIAMS
BUSINESS ASSISTANT

SFAO STAFF

MATT GRUBER, ACCOUNTING ASSISTANT

TAEUK KANG
JOHN COULTER
AMARIS COOKSEY

STUDENT ACCOUNTING INTERNS/ASSISTANTS

THE SCARLET RAPTOR
WHAT WE DO

- Provide **efficient and timely accounting services** to student organizations.
- Ensure that student organizations **adhere to basic financial management concepts** and processes.
- **Protect** the university **against risk** associated with the management and use of student organization funds.
- Ensure **compliance** with University and Student Government policies and procedures in relation to cash handling procedures and the use of student funds.
- **Educate** student organization officers on financial management responsibilities and provide tools to help student organizations manage their finances.
TYPES OF ACCOUNTS

- **REVENUE**
  - Money earned by the organization (i.e. - fundraisers, ticket sales)
  - Less restrictive (i.e. - Can I buy Org T-Shirts?)

- **GENERAL**
  - SGA, SBC, SBA Fee Allocations/Budgets
  - Grants/Gifts Issued to Student Organizations
  - More restrictive
    - Expenses must be in line with budgets
    - Funds are allocated to support a specific purpose

- **SPECIAL**
  - Account set up to track expenses for a specific project.
TREASURERS RESPONSIBILITY

- The Student Fund Accounting Office recognizes only the PRESIDENT and/or the TREASURER for each account.

  - The treasurer is responsible for all aspects of the organizations student fund account.
  - The treasurer is responsible for maintaining his or her own account ledger and for reconciling the ledger with the monthly computer generated statement provided by the SFAO.
  - The treasurer ensures that all expenditures are properly documented and authorized by organization officers.
  - The treasurer ensures signature cards on file with the RSF are up to date.
  - The treasurer matches budgeted expenses vs. actual expenses.
BUILDING A BUDGET

• **Revenue/Income**
  - SGA Budget Allocations
  - Fundraising
  - OCI Start Up Funds
  - Membership Dues/Fees
  - Co-Sponsorships
  - Royalties

• **Expenses/Costs**
  - Food/Catering Costs
    - Facility Rentals
    - Food & Beverage
    - Delivery Charges
    - Staff Support
  - Service Providers
    - DJ
    - Performer/Artist
    - Sound/Lighting
  - Honoraria
    - Speaker Fees
  - Travel
    - Transportation
    - Lodging
    - Sound/Lighting
BUILDING A BUDGET

INCOME – (EXPENSES) = PROFIT / (LOSS)

- **Zero-Based Budgeting**
  - Revenue Less Expense = ZERO.
  - Use for SGA Allocations

- **Profit Based Budgeting**
  - Revenue Less Expense = SURPLUS
  - More revenue than expenses
  - Use for Fundraisers, Managing revenue accounts

- **Budget Deficit**
  - Revenue Less Expense = LOSS
  - More expenses than revenue, NO GOOD!
METHODS FOR SPENDING

• **REIMBURSEMENT METHOD**
  – Out of Pocket Expenses reimbursed at a later time
  – Spending your own money on behalf of the organization
  – RSF Voucher and original itemized receipts attached, authorized & submitted
  – Org Rep is reimbursed.

• **ADVANCE METHOD**
  – Check prepared and issued in advance to pay for estimated expenses
  – RSF Voucher completed, authorized & submitted
  – Receipt return agreement signed by Org Rep
  – Check deposited/cashed
  – Expenses Incurred
  – Original Receipts kept, reconciled, returned to RSF
  – You owe us or we owe you?

• **DIRECT INVOICE METHOD (PREFERRED)**
  – Service provider invoices the Campus Center or SFAO office directly
  – RSF voucher reviewed/approved/initiated
  – Invoice sent directly to RSF
  – RSF Voucher Completed, check prepared, sent directly to vendor.
VOUCHER SYSTEM

- Justification, authorization and documentation to support expenses and disbursements.
- In order to pay for any expense, a voucher must be completed by the requestor and submitted to the SFAO.
  - The organization must indicate a *reasonable purpose* for the expense.
  - Voucher MUST be *properly authorized* by the organization
    - ORIGINAL SIGNATURES OF ORG OFFICERS, UNIV. ADMINISTRATORS
  - Proper *supporting documentation* must be attached to the voucher
    - ORIGINAL & ITEMIZED RECEIPTS, INVOICES & MEMO'S
    - COPIES OF E-MAIL CORRESPONDENCE, CONTRACTS, INSURANCE DOCS

- **2 - 3 days to process a check!!!**
  - Same day check requests are unreasonable and will not be honored
PROPER DOCUMENTATION

- **ORIGINAL Invoices/Receipts**
  - photocopies are easily altered

- **ITEMIZED Invoices/Receipts**
  - Itemized receipts show the exact items you purchased.
  - Monthly Bank Statements do not provide adequate itemized information.

- **E-mails, Memos, Contracts, Other Related Correspondence**
  - Adds additional justification and reasoning to support the expense
  - Originals Preferred, Copies are OK.
CHECK DISBURSEMENT

- **Office Pick-Up**
  - Reimbursements, Advances, Hand-Carries < $1,000

- **US Mail**
  - Reimbursements, Advances < $1,000
  - Vendor Invoices < $5,000

- **Fed Ex**
  - Required for reimbursements & advances > $1,000
  - Vendor Invoices > $5,000
  - Required for all contracts
DEPOSITS

• Make **timely and frequent** deposits to the RSF.
  - “Don’t sit on checks.”
  - Never pay a service provider with cash earned from ticket sales.

• Dual Verification
  - SGA Rep and RSF Clerk must **agree on an amount for deposit**.
    ◦ Count money together and reach an agreement.
  - Ask RSF for a deposit **receipt**.

• Deposit Receipt
  - Proof of agreement between SGA Rep & RSF Clerk
GIFT CARDS

- **Prize/Award**
  - If prize/award is greater than $50, must be reported to the IRS as taxable income
  - Must complete **Gift Card Acknowledgment Form**

- **Participant Support**
  - Example: to persuade participants to complete your survey
  - Under $50, no form necessary

- **IRS 1099 Income**
  - Other Income greater than $600 in a calendar year will be taxable to the recipient
FUNDRAISING

- Fundraising earnings must go through the appropriate Campus Development Office
  - Proper processing of gifts made to the University
    - Tax Deductible Forms Issued
    - Proper Thank You Letters & Follow-up

- Administrative Fee
  - Fee supports Rutgers University Foundation
    - 10% Admin Fee for gifts < $10,000
    - 5% Admin Fee for gifts > $10,000

- Exceptions
  - Bake Sales
  - T-Shirt Sale
CONTRACTS

- **Examples**
  - DJ, Speaker, Artist, Performer, Vendor, Catering, Off-Campus Event, Charter Bus/Transportation, Consultants, Independent Contractor
  - Federal & State Income Tax Implications

- **Administrative Responsibility for Contracts**
  - Office of Campus Involvement
    - Allison Wisniewski, Associate Dean, Student Affairs
    - Angela Baker, Associate Dean, School Of Law (SBA)
    - Patrick Wallace, Associate Director, Campus Center
    - Erica Schwartz, Coordinator of Campus Involvement

- **Contract expenses are not reimbursable**
  - NEVER pay any contractor out of your pocket
  - DO NOT SIGN any contract on behalf of the University.
  - Your signature on a contract may be considered a PERSONAL LIABILITY!
INFORMAL BID PROCESS

• Additional justification and documentation for all expenses over $5,000
  - Informal Bid Process - vendor quotes, e-mails, pro-forma invoices
  - Reasoning for why you chose a particular vendor over others
  - Fair price vs. quality product/service

• Required for all purchases over $5,000

• General Process
  - create a detailed list of ALL goods and services that will be required for your event
  - Pre-qualify at least three potential sources that are able to meet your requirements
  - Submit your precisely defined requirements to the individual bidders
  - Do not establish specifications in a manner to effectively exclude any responsible bidder offering comparable goods and services
OFF CAMPUS EVENTS

- All off-campus functions must be coordinated by:
  - Tom Snyder, Business Manager, Student Affairs
  - Patrick Wallace, Associate Director, Campus Center
  - A meeting with the Faculty/Staff Advisor may be arranged.

- Issues
  - Risk Management
    - Liability
    - University Insurance Requirements
    - Off-campus Alcohol Guidelines
  - Financial Management
    - Cash/Check handling, student deposits, advance ticket sales
    - Off campus events are costly
  - Negotiation of Contracts (with service providers)
  - Security
CATERING

• All External Catering must be coordinated by:
  – Tom Snyder, Business Manager, Student Affairs
  – Patrick Wallace, Associate Director, Campus Center
    • A meeting with the Faculty/Staff Advisor may be arranged.

• Issues
  – Risk Management/Insurance Requirements
    • Caterer must provide valid certificate of liability insurance for day of event or year
    • If alcohol included, additional liability is required
    • If food delivery, auto liability must be included
    • All insurance certificates are reviewed by University Risk Mgmt. for full compliance
  – Caterer Compliance
    • Proper food handling techniques, Sanitation Certificates
    • Food Temperature Requirements
  – Negotiation of Contracts (with service providers)
TRANSPORTATION

• Must use transportation companies approved by Risk Management
  - The list of currently insured and approved companies changes frequently
    - Please check with our administrative staff for the most up-to-date companies
    - Examples
      - Academy Bus (Charter Bus)
      - McGough Bus Company (School Bus, cheaper!)

• Issues
  - Insurance Requirements & Safety
    - Transportation provider must provide valid certificate of liability insurance
    - All insurance certificates are reviewed by University Risk Mgmt for full compliance
TRADEMARK & LICENSING

- In order to protect Rutgers’ image and reputation, the Trademark Licensing program regulates the use of the university’s name and identifying marks.
  - Licensed vendors
    - company authorized to sell merchandise with the Rutgers name and logos
  - Prohibited Products
    - Ex. Alcohol, Tobacco, Sexually oriented goods
  - Guide To Buying Rutgers Promotional Items
    - Step-by-step process on website

URL:
http://ur.rutgers.edu/trademark/index
TICKET/ADMISSIONS POLICY

- **Advance Ticketing**
  - Must be performed at IMPACT Booth.
  - Reduces risks associated with cash collection (i.e. verification, security)
  - Ticket sales are automatically credited to the organization revenue account.

- **Door Sales**
  - Ticket issuance and cash collection must be monitored and controlled.
    - Pre-numbered ticket stock
    - Ticket sales (including comps) must be reconciled.
    - Door sales require RUPD security charges and building manager fees.
      - Consult Campus Center Event Services for actual costs.
IMPACT BOOTH SERVICES

- Reduce risks associated with cash handling
- Save time with recordkeeping

- IMPACT accepts Cash, Checks, Visa, Master Card, Discover and RU Express for your events.
- Direct transfer of revenue to your SFAO sub-account.
- Phone Orders accepted.
- Logs of Event Participants and Contact Information provided
- Prime campus location for placement of marketing materials
HELP US HELP YOU

• Know and **learn the policies** and procedures that are required of your student organization.
• Complete the Check Request Voucher in it’s entirety.
• Always collect, retain, copy and submit **original, itemized receipts** for all your financial transactions.
• Provide additional **supporting documentation** when necessary.
• Record all revenue and expenses and spend in accord with your SGA/SBA approved budgets.
• Don't be afraid to ask us questions, our job is to help!