STUDENT ORGANIZATION OFFICER TRAINING
for Treasurers

THE OHIO STATE UNIVERSITY
OFFICE OF STUDENT LIFE
STUDENT ACTIVITIES
Training Outline

• Introductions
• Treasurer Responsibilities
• Available Funding
• Auditing CSA Funds
• Registration Basics
• Roles and Responsibilities
• Resources for Operations
Role of the Treasurer

- **Approve Spending**
- **Chief Financial Officer**
- **Manage All Funds**
- **Request Funds**
- **Collect Dues**
- **Financial Wellness**
- **Maintain Records**
- **Provide Financial Leadership**
Budget Management

Maintain Written Budget
- Google Doc
- Cell phone Apps
- Mobile Banking

Approve All Expenses
- Only YOU can approve expenses
- Don’t spend more than you have
- No receipt = No reimbursement

Keep All Financial Records
- Present frequent updates to organization
- Builds more accurate budgets
- Pass along to next treasurer
## Sample Budgets

### Operating Expenditures

<table>
<thead>
<tr>
<th>Budget Item</th>
<th>Budgeted Cost</th>
<th>Actual Cost</th>
<th>Variation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Binders</td>
<td>45</td>
<td>30.95</td>
<td>-14.05</td>
</tr>
<tr>
<td>Pens/Pencils</td>
<td>15</td>
<td>16</td>
<td>1</td>
</tr>
<tr>
<td>Printer Ink</td>
<td>65</td>
<td>70</td>
<td>5</td>
</tr>
<tr>
<td>New Member Tshirts</td>
<td>350</td>
<td>325.97</td>
<td>-24.03</td>
</tr>
<tr>
<td>Printer Paper</td>
<td>50</td>
<td>60</td>
<td>10</td>
</tr>
<tr>
<td>National Dues</td>
<td>3500</td>
<td>3500</td>
<td>0</td>
</tr>
<tr>
<td>National Conference Travel</td>
<td>1000</td>
<td>600</td>
<td>-400</td>
</tr>
<tr>
<td><strong>OVERALL (A)</strong></td>
<td><strong>5025</strong></td>
<td><strong>4602.92</strong></td>
<td><strong>422.08</strong></td>
</tr>
</tbody>
</table>
Sample Budgets

<table>
<thead>
<tr>
<th>Budget Item</th>
<th>Budgeted Cost</th>
<th>Actual Cost</th>
<th>Variation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ohio Union Space</td>
<td>2000</td>
<td>2000</td>
<td>0</td>
</tr>
<tr>
<td>Catering</td>
<td>500</td>
<td>800</td>
<td>300</td>
</tr>
<tr>
<td>A/V Needs</td>
<td>300</td>
<td>250</td>
<td>-50</td>
</tr>
<tr>
<td>Labor</td>
<td>167.5</td>
<td>167.5</td>
<td>0</td>
</tr>
<tr>
<td>OVERALL (B)</td>
<td>2967.5</td>
<td>3217.5</td>
<td>0</td>
</tr>
</tbody>
</table>
Sample Budgets

<table>
<thead>
<tr>
<th>Budget Item</th>
<th>Budgeted Income</th>
<th>Actual Income</th>
<th>Variation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member Dues</td>
<td>5000</td>
<td>5000</td>
<td>0</td>
</tr>
<tr>
<td>Annual Fundraiser</td>
<td>2000</td>
<td>2500</td>
<td>500</td>
</tr>
<tr>
<td>Alumni Donations</td>
<td>500</td>
<td>300</td>
<td>-200</td>
</tr>
<tr>
<td><strong>OVERALL (C)</strong></td>
<td><strong>7500</strong></td>
<td><strong>7800</strong></td>
<td></td>
</tr>
</tbody>
</table>
Event Planning

- Be involved with the planning stages of each event
- Meet regularly with chairs to discuss budget
- Set realistic expectations and budgets
Fundraising

- Organizations may only partner with Barnes and Noble if fundraising with a bookstore

*No spending restrictions on money you fundraise*
Based on university agreements…

Barnes & Noble (fundraising)
Coca-Cola (sponsorship)
Huntington Bank (first right of refusal)
U.S. Bank (for events in the Ohio Union only)
Additional Funding Resources

ouab.osu.edu  ipc.osu.edu  cgs.osu.edu  usg.osu.edu
CSA Funding Process
Student Activity Fee

All students pay $37.50 into the activity fee each semester. The fee is allocated to:

- Ohio Union Activities Board: 52%
- Student Organizations: 13%
- Student Governments: 13%
- D-Tix: 7%
- Buck-I-SERV: 6%
- Signature Events: 8%
- Pay It Forward: 1%
Funding Oversight

Council on Student Affairs

- Allocations Subcommittee
- Student Activities Staff
- Treasurers
1. Obtain EIN from IRS
2. Complete AP Compliance form
3. Create organization checking account
4. Apply for funds

- Check out ohiounion.osu.edu for step by step instructions
- Form can be found on the Ohio Union website
- Huntington, US Bank, and PNC are great options
- Only the treasurer can apply for CSA funds

Eligibility for Funding

**Fundraising** - There are many different ways to raise the funds necessary to make your organization successful. The Student Organization Insider is one of the best ways to learn of fundraising opportunities, as any information received is passed on via this weekly email. Additional information can be found in the Fundraising Resources for Student Organizations document on our website. For organizations looking for sponsorship through Huntington Bank, please email CSI_S@osu.edu to be put in contact with their representative.

**Tax Information/ EIN Information** - An EIN stands for employer identification number. All registered organizations at Ohio State must have an EIN number. You can obtain an EIN from the IRS by calling 1-800-829-4933 or by applying online.

When you apply online, you will be asked to identify your organization's type of legal structure. Select “View Additional Types, Including Tax-Exempt and Governmental Organizations” then “Social or Savings Club.”

Treasurers may login to the management system and click on “View Org Information” to view the EIN on file for the organization.

**AP Compliance Form** - In order to request funding checks, organizations need to have an OSU AP Compliance Form on file, to create an OSU-assigned vendor number.

The AP form can be filled out electronically, but must be printed and turned in hardcopy. All required fields must be completed, partial forms cannot be submitted. Fill out the full student organization name where it says Business Name. Use the primary leader or treasurer's phone number. Enter your EIN. Sign, print name, and date the form. Return form to the Center for Student Leadership and Service, Ohio Union, attention: MacGregor Oberfell.

**Non-Profit Status** - Student organizations are not legal entities of the Ohio State University, and thus are not tax-exempt or nonprofit by virtue of their existence as a student group. Student organizations can apply to be considered a nonprofit, tax-exempt organization (501(c)). These organizations may be subject to additional restrictions in accordance with the IRS rules and regulations. For more information on the policies associated with being a nonprofit and for more specific directions on how to apply for non-profit status, you can go to the IRS Charity/Non-Profit page, or review the 501(c)3 general information document for educational purposes only.

**Council on Student Affairs** - The Council on Student Affairs (CSA) is a Subcommittee of the University Senate. It serves as the link between the student governments, the faculty and the administration. It also serves as the advisory body to the Vice President for Student Life.

**CSA Allocations** - CSA Allocations is a subcommittee of CSA made up of students, staff and faculty working together to determine how Student Activity Fee funds and some Student Life funds are allocated. In the case of student organizations, CSA Allocations decides funding issues and reviews program proposals.

For more information on CSA and CSA Allocations, please visit their website at http://studentlife.osu.edu/csa/

Please contact MacGregor Oberfell at oberfell.1@osu.edu with questions regarding the student organization funding process.
Operating Funds
Operating Funds

- Very flexible for use in daily operations
- Apply between July 1st and April 1st
- Check cut in advance
- $200 annually
- Submit receipts and unused funds by May 1st
Operating Expenses

- Advertising Promotion Printing
- National Dues Fees
- Travel and Transportation to retreats and conferences
- Bank Charges Checks
- Membership Awards
- Equipment Costs Facility Rental Fees
- Books Subscriptions
- Office Supplies
- Up to $100 on food for recruitment events
Apply for funds online

Receive email once request has been processed

Pick up check from Resource Room

May be asked for additional information

Submit audit by May 1st

Only the treasurer has access to the application

It is ok if actual expenses differ from your application

Submit all receipts and unused funds at once

Will receive a confirmation email right away
Top Five Things You Need to Know About Operating Funds

1. $200 annually
2. Spend on items needed for day to day operations
3. Apply between July 1\textsuperscript{st} and April 1\textsuperscript{st}
4. Submit audit by May 1\textsuperscript{st}
5. Only the treasurer has access to the application
Operating Funds Walk Through
Treasurer Training 2016-2017
Questions?
Programming Funds
Programming Funds

- Eligible for $2000 or $3000 depending on level of active status
- Funds issued on a reimbursement basis
- Can pay departments, the RPAC, and Ohio Union directly
- Must submit receipts within 30 days of your event
- Apply by one of 5 deadlines, depending on event date
# Programming Funds

Request deadline based on event date:

<table>
<thead>
<tr>
<th>Event Date</th>
<th>Request Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 16 - October 15</td>
<td>July 1</td>
</tr>
<tr>
<td>October 16 – December 31</td>
<td>September 1</td>
</tr>
<tr>
<td>January 1 – March 15</td>
<td>November 15</td>
</tr>
<tr>
<td>March 16 – May 31</td>
<td>February 1</td>
</tr>
<tr>
<td>June 1 – August 15</td>
<td>April 15</td>
</tr>
</tbody>
</table>
Fundable Programs

1. Educational or Service Activity
2. Open to all students across campus
3. Broadly marketed
4. Be held on campus
Non-Fundable Programs

- Revenue Creation
- Tabling
- Donations
- Banquets
- Political Lobbying
- Recruitment
Reimbursement Categories

**Fully Fundable**
- Reimbursed up to the approved amount
  - Speaker fees, venue rentals
  - Consumable supplies, speaker travel

**Percent Limited**
- Reimbursed at a percentage of total expenses
  - Food (40%)
  - Apparel (20%)
  - Marketing (20%)
  - Takeaways (20%)
  - Service Travel (50%)
Programming Funds Timeline

1. Apply by deadline
   - Will receive confirmation email

2. Submit audit within 30 days
   - Will receive two emails - check has been requested and check available
   - Your actual expenses can vary from your application email

3. Hold program
   - Will be approved or asked for more information
   - MacGregor if unsure

4. Pick up check
   - Will receive two emails - check has been requested and check available
Top Five Things You Need to Know About Programming Funds

1. $2000 or $3000 annually
2. Issued on a reimbursement basis
3. Some reimbursements are based on a percentage
4. Apply by 1 of 5 deadlines, based on event date
5. Audits due 30 days after event
Programming Funds Walk Through
Treasurer Training 2016-2017
Questions?
Completing Audit Forms
Submitting an Audit

- Operating and programming funds only
- Original, itemized receipts
- Submit to Resource Room

- Audit forms can be found on Ohio Union website
- Must show proof of payment and exactly what was purchased
- It’s ok if actual expenses vary from the original application
1. Write in your student organization, event name, and event date.

Full Student Organization Name: The Brutus Buckeye Fan Club
Title of Program: We Love Brutus 2K15
Date of Program: January 11th, 2015

2. List expenses individually in the most appropriate column.

<table>
<thead>
<tr>
<th>Category</th>
<th>Vendor(s)</th>
<th>Amount Spent</th>
<th>Explanation</th>
<th>Audited Amt. [Office Only]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entertainment</td>
<td>Ex. Southwest</td>
<td>Ex. $290</td>
<td>Ex. Speaker Flight</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mr. Brutus</td>
<td>$200</td>
<td>Speaker Fee (waived)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Staples</td>
<td>$45.67</td>
<td>Printer cartridge, nametags</td>
<td></td>
</tr>
</tbody>
</table>

3. Attach all receipts to audit sheet and drop off at the Resource Room.
But…
Acceptable Receipt
Each item purchased is listed separately and lists each unit price along with total
But…P*ps* products not a fundable item!
Purchase only Coca-Cola Products!
Acceptable!

You may need multiple documents to show itemization and proof of payment!

Proof of payment
**WebCheckout Invoice**

**Invoice number:** I-55946958

**Created:** 8:43 AM, 4/21/2011

**Location:** Reserve Equipment and Materials (IT Service Desk), 2009 Millikin Rd., Room #025 - Phone 614-292-3131

<table>
<thead>
<tr>
<th>Charges</th>
<th>City</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>4/21/2011</td>
<td>$15.00 per wireless mic, rented 2 mics</td>
<td>$30.00</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Payments</th>
<th>City</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>4/21/2011</td>
<td>Invoice paid by: $30.00, receipt: 1-55946958 -- usage fee</td>
<td>$30.00</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

**Amount Due:** $0.00
Payment received in the amount of $3000.

Robyn
April 1, 2011
robyn@robynsch.com
Proof of Payment: Cancelled Check

From the bank account, not a photocopy of the check

This (or bank statement) shows the funds have cleared your account
## Sales Order

**Date**: 3/31/2011  
**Order #**: 20933

### Bill To
Jessica Ly  
2905 Ontario St.  
Columbus OH 43224

### Ship To
Jessica Ly  
2905 Ontario St.  
Columbus OH 43224

### Terms
- Credit Card: 157431online  
- Sales Rep: Meagan Clark  
- In Hands Date: 4/7/2011  
- Production Level: RUSH

<table>
<thead>
<tr>
<th>Item</th>
<th>USI Item #</th>
<th>Description</th>
<th>Qty</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
</table>
| Pediatrics | 6241255 | Promotional Leather Look 8 1/2" X 11" Portfolio  
from Color Black  
Imprint/logo/logo  
(color will be emailed)  
Imprint Color: White  
Imprint Size: 3" x 5"  
Location: front  
Set-Up Charges | 25 | 8.44 | 211.03 |
| Customize | | | 1 | 0.00 | 0.00 |
| Set-Up Chg | | | | | |
| Shipping: Shipping | | | | | |

**Thank you for your order Ly!**

**Total**: $289.00

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**NOT ACCEPTABLE**  
Itemized, shows amount, does not show **proof of payment**.
Not Acceptable

Illegible – this group waited too long to turn in their audit!
Ohio Union and RPAC Invoices can be paid directly.

Ohio Union Event Services
2080 Ohio Union
1739 North High Street
Columbus OH 43210
Phone 614-292-5200 / Fax 614-292-1816

Invoice

<table>
<thead>
<tr>
<th>Client</th>
<th>Invoice Number: 773801</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edward Greenblat</td>
<td>4/15/11</td>
</tr>
<tr>
<td>8th Floor Improv Comedy Group</td>
<td>5/20/11</td>
</tr>
<tr>
<td>109 Morrison Tower</td>
<td></td>
</tr>
<tr>
<td>CAMPUS</td>
<td></td>
</tr>
</tbody>
</table>

Users of the Ohio Union for event purposes must submit full payment of fees no later than 30 days from the date of the event invoice.

Changes or disputes to the invoice can be made within seven (7) days of receipt.

The Ohio Union appreciates your feedback and has created an online feedback form.
http://ohiounion.osu.edu/plan_an_event/contact/event_services_event_services_feedback.php

Thank you!

Friday, April 01, 2011
6:00 PM - 11:30 PM Bellwether Improv Festival (Confirmed) U.S. Bank Conference Theater
Reserved: 5:30 PM - 12:00 AM

<table>
<thead>
<tr>
<th>Room Charge</th>
<th>Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>500.00</td>
<td>500.00</td>
</tr>
<tr>
<td>Less 50% Discount</td>
<td></td>
<td>-250.00</td>
</tr>
</tbody>
</table>

Ohio Union Equipment:

<table>
<thead>
<tr>
<th>A/V Equipment</th>
<th>Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00 PM - 11:30 PM Standard</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microphone - Wireless - US Bank Conference Theater</td>
<td>1</td>
<td>75.00</td>
</tr>
<tr>
<td>Less 50% Discount</td>
<td></td>
<td>-37.50</td>
</tr>
<tr>
<td>Lighting Console - Conference Theater</td>
<td>1</td>
<td>150.00</td>
</tr>
</tbody>
</table>
Top Five Things You Need to Know About Completing an Audit

1. Original, itemized receipts including proof of payment required
2. May need multiple documents to show that!
3. Audit forms found on the Ohio Union website
4. Operating and Programming audits have different due dates
5. Submit to Resource Room
Questions?
Registration Basics
Registration Basics

• Student Organization Registration Year
  • Autumn Window (Aug 1 – Oct 15) registration
  • Spring Window (Feb 15 – Apr 30) registration

• Complete all your registration requirements during your organization’s Window

*Trainings completed outside of your registration window only apply to PREVIOUS registration window requirements.
Annual Registration Requirements

President
- Training
- Complete online registration

Treasurer
- Training

Advisor
- Training (bi-annual)
- Approvals: Registration, Goals, Funds
Statuses

**Pending**: Brand new organizations or organizations in the process of completing registration requirements.

**Inactive**: Organizations that have not completed all registration requirements by their registration Window deadline. Inactive organizations are ineligible to use the free resources for student organizations.
Statuses

**Active - New/Re-Established I or II:** Organizations that have been registered for less than two (2) continuous years or organizations with less than 15 members; all registration requirements completed by their Window’s deadline.

**Active - Established:** Organizations that have been registered for at least two (2) continuous years; at least 15 members of the organization; all registration requirements completed by their Window’s deadline.
Additional Requirements

- The three listed officers must have a minimum GPA above 2.0 for undergraduates, 3.0 for graduate students, and 2.0 for professional students each grading term.
- Officers must be enrolled in classes each term full time.
  - If organization officers are not enrolled, or have a below GPA during any term, that person will be notified via email. If after two consecutive terms an officer’s grades are still below the minimum, he/she will be asked to step down and find a replacement.
- Students may not serve as an officer of more than 3 different student organizations.
Role of the President

Online management system requirements
- Attend president’s training
- Complete general information
- Enter goals
- Upload updated constitution
- Approve organization’s roster

Managing your organization
- Manage room reservations
- Utilize resource room line of credit
- Coordinate meetings and events
- Primary contact for organization
- Communicate with treasurer, officers, and members

Preparing your organization for success
- Provide a vision for organization
- Help manage conflicts
- Ensure good morale and teambuilding
- Identify and prepare future leaders
## Role of the Advisor

### Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attend advisor training every 2 years</td>
</tr>
<tr>
<td>Approve registration, goals, and funding requests</td>
</tr>
<tr>
<td>Co-sign on a bank account for organization</td>
</tr>
</tbody>
</table>

### Leadership of Organization

<table>
<thead>
<tr>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary resource for the organization</td>
</tr>
<tr>
<td>Provide continuity, perspective, suggestions, and advice</td>
</tr>
</tbody>
</table>
Resources for Operations
Student Organization Staff

**Ally Himes** – Coordinator of Student Organizations
Himes.86@osu.edu

**Jasmine Scott** – Coordinator of the Center for Student Leadership & Service
Resource Room & Office Space
Scott.1935@osu.edu

**Jen Pelletier** – Associate Director of Leadership, Student Organizations, & Service
Pelletier.17@osu.edu

**MacGregor Obergfell** – Fiscal Officer
Obergfell.1@osu.edu
Students can connect with leadership and service initiatives, engage with student organizations, advance learning, and create lasting memories.
Keith B. Key Center for Student Leadership & Service

- Lounge
- Graphics Department
- Video Department
- Meeting Rooms
- Office Space & Lockers
- Leadership Library
Keith B. Key Center for Service and Leadership Resource Room

• Each student organization receives an annual $250 Line of Credit to spend on resources.

• Line of Credit resets on the last day of your organization’s registration Window OR when your organization is switched to active

• New organizations will receive a $25 Line of Credit for their first 60 days of Pending status

• All members listed on an organization’s roster can use the organization’s Line of Credit, unless organization restricts.
Resource Room

• Only three primary officers may reserve and check out equipment.
• When your Line of Credit runs out, if your status is Inactive, or whenever you desire, you can purchase items at their cost from the Resource Room.
• Individuals can purchase items from the Resource Room.
Coke Beverage Donation

- Donations are for events, rather than for meetings.
- The event must be on or near campus.
- The request form must be filled out online at least 2 weeks prior to the event for which the beverages are needed. [http://studentlife.osu.edu/coke](http://studentlife.osu.edu/coke)
- Several pick-up locations, including the Ohio Union
- Not able to serve or distribute non-Coca-Cola products on campus property, nor use university funds to purchase non-Coca-Cola products for events or programs on or off campus.
Sign-in Sheet
Complete Evaluation
Stop by Resource Room

Thanks for Coming!