

3141.01 | Administration of Student Organization Funds

Formerly known as: 1401.00 | Administration of Student Organization Funds

Effective Date: 7/1/2016

Implementation Date: 6/30/2017

Revision Date: 6/24/2016

POLICY OBJECTIVE

It is the policy of the California State University (CSU) to provide direction in the administration of student organizations' monies. This policy pertains to student organizations formally recognized by the campus as defined in Executive Order (EO) 1068 – Student Activities, section titled “Formal Chartering and Recognition Policies.”

The campus Chief Financial Officer (CFO) or designee and the Vice President for Student Affairs (VPSA) or designee, must jointly establish written policies and prepare supporting procedures governing the administration of student organization funds.

POLICY STATEMENT

100 Overview

Student Organizations are established in accordance with procedures published by individual CSU campuses per EO 1068. Monies collected in the name of the student organization for its activities must be used exclusively for the purpose of furthering the student organization's goals and objectives.

This policy shall be fully implemented by CSU locations by June 30, 2017.

200 Authority

Per EO 731 – Designation of Chief Financial Officer, the campus CFO is responsible for the business and financial affairs of the institution. Per EO 1068, it is the Vice President of Student Affairs' (VPSA's) responsibility to oversee the chartering and recognition of student organizations.

300 Funds Administration

Monies collected in the name of the Student Organization must be maintained in a bank account of the University or an Auxiliary Organization (with Presidential approval in accordance with campus policy) as determined by the campus CFO. Auxiliary organizations may accept or administer university funds as an agent of the University when specifically authorized in writing by the campus President or his/her designees per EO 1059 – Utilization of Campus Auxiliary Organization.

Whichever entity normally holds student organization monies does so under its employer identification number (EIN) and is, therefore, obligated to record revenue and expenses for the student organization in its financial records. Campuses with this responsibility record the student organization transactions in the legal-basis ledger. In addition, whichever entity records student organization transactions is further obligated to meet all regulatory reporting requirements pertaining to such transactions, including the inclusion of the financial activity in tax filings.

Campus may engage its auxiliary organization to act as its agent in the operation of the student organization. However, the campus will ultimately include all revenue and expense of student organizations in its financial records, and the auxiliary organization will maintain an accounting of the agency relationship through Assets and Liabilities.

At no time shall a Student Organization deposit funds into an unauthorized bank account. Any exceptions to this requirement [e.g., nationally affiliated organizations or local organizations with a separate 501(c)(3) status] must be approved by the campus CFO or designee.

400 Cash Handling

Campus policies and procedures related to handling and processing cash and cash equivalents should be followed, as practicable, considering relative risk (i.e. value, repetitiveness of transactions, etc.) to ensure assets are protected and accurately processed.

500 Responsibilities

A Student Organization's officers are responsible for maintaining the financial solvency of the organization in accordance with the individual campus' Student Organizations Handbook.

600 Student Organization Funds Administration Agreement

Each Student Organization establishing an agency banking relationship with the University or an Auxiliary Organization must have a current Student Organization Funds Administration Agreement on file with the campus Student Affairs department.

700 Donor Funds

Refer to Campus gift policy regarding the receipt of donor funds.

Office of the Executive Vice Chancellor Business and Finance

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Applicability and Areas of Responsibility

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Revision History

5/18/15

Resources and Reference Materials

Useful Guidelines

Frequently Asked Questions (FAQ)

Related Principles

Additional information related to these policies and procedures can be found in Section 3000 and Section 6000 of the ICSUAM.

Sound Business Practices

[Sample Letter regarding National Organizations' Bank](#)

[Sample Student Organization Funds Administrative Agreement](#)

Laws, State Codes, Regulations and Mandates

[Executive Order No. 1059, Utilization of Campus Auxiliary Organizations](#)

[Executive Order No. 1068, Student Activities](#)

[Executive Order No. 731, Designation of Chief Financial Officer](#)

[Education Code Section 89300 – 89304](#)

[Council for Advancement and Support \(CASE\) Reporting Standards & Management Guidelines](#)

[The CSU Name](#)