

# Treasurers' Handbook



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Student Programs & Activities  
Registered Organizations Office  
University of Illinois at Urbana-Champaign

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Handbook can be accessed at  
[http://www.union.illinois.edu/involvement/rso/treasurers\\_workshop.aspx](http://www.union.illinois.edu/involvement/rso/treasurers_workshop.aspx) for print.

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## General Overview

Being the treasurer of an organization is not the most glamorous job in the world, but learning to manage finances is a valuable skill that will transfer to life beyond college. As treasurer, you are a financial leader assisting your organization in adhering to a budget, keeping on top of expenses, and abiding by policies, procedures, and processes.

The Treasurers' Handbook is designed to provide practical information regarding financial management of a registered organization. It contains an overview of University policies and procedures as well as resources and information that will prepare treasurers to fulfill their financial responsibilities. The handbook will serve as a reference tool when managing the financial affairs of your organization.

The Treasurers' Financial Workshop simply highlights information from the handbook. As treasurer, it is your responsibility to read, understand, and comply with policies and procedures outlined in the Treasurers' Handbook, as you will be held accountable.

## Glossary of Common Terms

**Account Information Request Form** – All Organization Fund Account/RSO Account transactions are tracked in Banner (a University software system). To make an inquiry regarding Organization Fund Accounts, RSO treasurers must complete an Account Information Request Form and submit it to the Student Organization Complex (280 Illini Union). The request will be processed and the transaction sheet can be picked up within 2 working days of submittal (M-F) after 3:00 p.m. The treasurer must show his/her ID when requesting or picking up account information at the Registered Organizations Office. Account information will not be shared with any organization member other than the treasurer.

**Authorized Agent** – An authorized agent is the president, treasurer, and up to three other named members listed on the non-discrimination form with the Registered Organizations Office. While the treasurer is the ONLY authorized agent that is permitted to manage financial matters, other authorized agents can conduct business matters on behalf of the RSO (check out equipment, submit space requests, etc.).

**Automatic Payment/Transfer** – An organization can authorize automatic payment from their RSO Account to a University department to pay for services provided or reimburse a department for making a purchase on behalf of their organization. **WARNING** – You must have sufficient funds in your account prior to authorization. If you create a negative balance in the RSO Account, the amount will be charged to the treasurer's student account using their UIN.

**Banner Vendor Number & Vendor Information Form** – A vendor is an individual, group, or business that has agreed to provide goods or services for a registered organization. Payment to a vendor requires that they be assigned a Banner Vendor Number before receiving payment from the University. This number serves as a "tracking" number for the University as it relates to that particular vendor. The vendor must complete a Vendor Information Form in order for the University to assign them a Banner Vendor Number. The number will begin with @ followed by a sequence of numbers. The Banner Vendor Number should be used on subsequent transactions involving that particular vendor. Similarly, if the vendor has been paid by the University before, they should already have an assigned Banner Vendor Number.

**Cash Advance** – An organization can request a check for cash from the Organization Fund Account/RO Account made payable to an individual to pay for items. Money must be used for purposes it was originally intended for. Requested amount may not exceed current balance of

organization's account. NOTE: Checks will be issued as a direct deposit for students, faculty, and staff.

**Cashiers Office** – Located in Room 100 of Henry Administration Building, the Cashiers Office manages deposits and the disbursement of checks from the Organization Fund Accounts. All deposits into the RSO Account or Charity Account must be made at the Cashiers Office. Additionally, check requests that are processed from the RSO Account with the delivery method marked as “pick-up” can be obtained at the Cashiers Office by the treasurer or payee. NOTE: Checks will be issued as a direct deposit for students, faculty, and staff.

**Charity Account** – A Charity Account is a separate account established for registered organizations that is used solely for charity and philanthropic fundraising events intended to benefit others. All money deposited into Charity Accounts must be donated to the specified charity within 30 days of the fundraising event, clearing event and leaving the account with a zero balance.

**Clearing Cash Advance/Account** – Clearing essentially means that the money needs to be accounted for with documented proof that the money was used for intended purposes. To clear a cash advance, you must submit paid itemized receipts to the Registered Organizations Office for the portion of the money you used. Any unused portion must be deposited into your RO Account, providing a deposit slip of that transaction to the Registered Organizations Office. Charity Accounts are cleared in that the money must be taken from that account and donated to the intended organization, leaving a zero balance within 30 days of the fundraising event.

**Contractual Services** – Fee associated with professional services provided for an organization. Such services may include, but is not limited to speakers, lecturers, musicians, comedians, theater performers, referees, judges, and on-site athletic trainers.

**Encumbrance** – Each organization and its treasurer is responsible for maintaining a positive financial status with their Organization Fund Account. When an account is overdrawn and has insufficient funds to cover expenses, an organization will become encumbered. The organization is faced with the financial burden of removing the debt from their Organization Fund Account. If the RSO Account remains delinquent/negative 30 days past notification by the Registered Organizations Office, the debt is billed to the treasurer's student account using their UIN.

**Event Budget Form** – Form that must be submitted to the Registered Organizations Office along with corresponding Space Request Form for fundraising activities. You must indicate whether money is being collected via the sale items, admission/participation fee, or raffle ticket sales. If raffle tickets are being sold, you must obtain a permit from the city in which the drawing will be held.

**Foreign National** – Tax and immigration laws can complicate payments or reimbursements to an individual that is classified as a foreign national/not a U.S. citizen. Certain documentation, specific to the individual's visa type is needed to remit payment. Please note, because of additional paperwork and requirements involved, reimbursements or payments to foreign nationals may take longer to process. Plan ahead if you are paying or reimbursing individual(s) considered Foreign Nationals. Refer to link for more information:

[www.obfs.uillinois.edu/obfshome.cfm?level=1&path=foreign&xmldata=foreign1](http://www.obfs.uillinois.edu/obfshome.cfm?level=1&path=foreign&xmldata=foreign1)

**Invoice** – A bill for services rendered or goods delivered. An invoice serves as back-up documentation needed to access funds from Organization Fund Account or seek reimbursement from SORF.

**Letter of Agreement** – The Letter of Agreement is a document that can be used as a contract between an organization and a provider of services such as DJs, lecturers, referees, judges, performers, and bands. The document must be completed by both parties. Submit original agreement to the Registered Organizations Office with a voucher requesting payment from the Organization Fund Account. If using SORF allocated funds, you must also submit a SORF Expenditure Request Form.

**Letter of Donation** – When donating money to a charitable organization, a typed letter of donation from the RSO to the specified charity or organization must be submitted with the voucher in order to remit payment.

**Office of Business and Financial Services (OBFS)** – OBFS supports the business and financial operations of the University and assists units in their daily operations. Once vouchers and SORF expenditure request forms are approved through the Registered Organizations Office, they are sent to OBFS payables department for checks to be processed for payment.

**Off-Campus/Outside Bank Account** – Should an organization choose to have a bank account in their organization's name at a local bank in the Champaign-Urbana area, the organization assumes all responsibility involved in managing the account. This account may NOT be used for money collected on University premises or generated using University premises, EXCEPT for money collected for dues. Should your organization choose to open such an account, you must have your own Employee Identification Number (EIN) to do so. Registered organizations are NOT authorized to use the University's EIN or tax-exempt status.

**Organization Fund Account/RSO Account** – An account specifically established for use by registered student organizations. All money collected on University premises or generated by using University premises must be deposited into this account at the Cashiers Office (Room 100) in Henry Administration Building.

**Organization Fund Advisory Board (OFAB)** – The Organization Fund Advisory Board operates as a “council of treasurers” to provide financial overview and recommendations on the use of the earned interest from the Organization Fund Accounts.

**Raffle Permit** – If raffle tickets are being sold as part of a fundraising event, you must obtain a permit from the city in which the drawing is being held. If in Champaign, obtain permit at City Clerk's Office, 102 N. University Street, Champaign, IL and if in Urbana, obtain permit at City Clerk's Office, 400 S. Vine Urbana, IL. Permit number is needed when submitting Event Budget Form.

**Registered Organizations Office/Office of Registered Organizations** – The Registered Organizations Office is located in Room 284, on the south end (Quad side) of the Illini Union, down the hall from the SOC. Business handled in this office includes treasurer pick up of their monthly statements/RSO account transaction sheets, submission of display case applications, and complimentary notary services. This space houses the business operations of SORF including student Board member offices, allocation meetings, and submission of required documentation to collect on SORF allocation.

**ReSource Center** – The ReSource Center is located in Room 285, on the south end (Quad side) of the Illini Union, adjacent to the Registered Organizations Office. The center offers a full-service copy center for the University community with discounted rates for registered student organizations. Copies can conveniently be charged to your RSO account if your account has enough money to cover the copying charges. The ReSource Center is also the point for reserving and picking up equipment

such as walkie-talkies, portable stereos, pop up tents, tables, cash boxes, receipt books, chalk, and admission/raffle tickets. Multimedia equipment including laptops, LCD projectors, and microphones is available for RSO's and should be reserved and picked up at Event Services Room 129, located on the first floor on the north end of the building (Green Street side).

**Space Request Form** – Commonly referred to as the Space Request Form, the “Request for Use of University Premises and Facilities UIUC” form is needed to get permission to hold an event on University property. Completed forms must be submitted to the SOC (280 Illini Union) for approval prior to space being assigned. Once the space request is approved, it is sent via campus mail to the appropriate office that handles scheduling for the specific space requested. An organization may choose to do a walk-thru of the space request form. This means the group requesting the space literally walks the form to the appropriate reservation office that assigns the space being requested. If you choose to do a walk-thru, you must notify the front desk assistant when submitting the request form so that they can attach the required form for a walk-thru. Forms indicated as walk-thru can be picked up within 2 working days of submittal (M-F) after 3:00 p.m.

**Student Organization Complex (SOC)** – The SOC is located in Room 280, on the south end (Quad side) of the Illini Union, down the hall from the Registered Organizations Office. This area is considered the main hub for registered organizations. It is the drop-off site for paperwork including non-discrimination forms, vouchers, space request forms, budget event forms, and account information request forms. An adding machine is available for use when required to submit totals on an adding machine tape with deposits and vouchers.

**Student Organization Resource Fee (SORF)** – SORF is a mandatory \$12 fee collected from all students each semester at the University of Illinois at Urbana-Champaign. The fees fund the operation of Student Legal Service and Tenant Union. The remaining amount is available for allocation by the SORF Board to RSOs in support of their programs and activities.

**Study Abroad Office Student Group Form** – This reporting form is used by the Study Abroad Office as part of their registration process for student groups that are participating in international travel. This form must be submitted to the Study Abroad Office at the time of the organization's SORF request. Be attentive to the set deadlines to submit this form and apply for international travel over Thanksgiving break, winter break, spring break, and summer.

**SORF Expenditure Request Form** – This form must be submitted along with voucher and supporting documentation in order to access your SORF allocation. A separate form is required for each individual/group/business person seeking reimbursement or receiving payment.

**Voucher** – Form needed to access money in Organization Fund Account to pay bills, reimburse individuals or departments, authorize automatic payment, or receive a cash advance.

## **Roles and Responsibilities**

Your first obligation as treasurer is to complete a mandatory Treasurers' Financial Workshop offered by the Registered Organizations Office. Successful completion of the workshop is required prior to 1) receiving final approval for fundraising events, 2) submitting SORF funding requests, and 3) obtaining/establishing an RSO Account number. Key responsibilities of the organization treasurer are outlined below:

- Ensure that financial management of accounts is in compliance with all University, local, state, and federal regulations. Policies, procedures, and processes set by these entities must be followed at all times.
- Hold signature authority governing all financial aspects of the organization. Voucher and SORF Expenditure Request forms require treasurer's signature exclusively.
- Safeguard funds from being utilized for personal gain and fraudulent activity.
- Manage financial records, retaining copies of all documentation to reconcile monthly transactions for organization's account(s).
- Maintain a positive balance in account(s) - you will be held liable for delinquencies.
- Submit SORF funding requests and administer processes to collect on your allocation.
- Educate members of your organization about financial policies and procedures, especially required documentation needed for payments and reimbursements.
- Transition new treasurer, providing all records and information prior to resignation.
- Vote on the disbursement of collective interest earned from the Organization Fund Accounts during the annual Organization Fund Advisory Board meeting held online in the spring semester.

As the organization's financial officer, it is your duty to ensure organization funds are being used for legitimate, organization-sponsored activities and business. Treasurers must verify documentation is not forged or falsified by examining receipts, invoices, statements, bills, letters of agreement, contracts, etc. prior to submission.

Submitting forged and/or falsified documents is against University Codes and will not be tolerated. Doing so can jeopardize registered organization status and the individuals involved will be held accountable to University and legal statutes. Subsequent investigations by University and law enforcement agencies can result in appropriate sanctions. Further, demonstrated falsifications cause personal and professional challenges in relation to enrollment, career and professional placement, and future aspirations.

The University's rules and regulations regarding the proper handling of funds by registered organizations include some very specific requirements with mild to severe consequences for noncompliance.

## **Managing Financial Accounts**

The success of an organization can be dependant on the financial operation of a treasurer or executive team from the previous year. Maintaining healthy finances will ensure a strong future for your organization by allowing you to recruit members, plan activities, and develop your organization's vision without significant financial constraints.

### **Account Types**

Three types of financial accounts that treasurers may be required to manage for their organization include an RSO Account, a Charity Account, and an Outside Bank Account.

An **RSO Account** is an Organization Fund Account specifically established for use by registered organizations to manage income and expenses associated with the organization's needs.

A **Charity Account** is a separately requested Organization Fund Account established for registered organizations and used solely for charity and philanthropic fundraising events intended to benefit others.

An **Off-Campus/Outside Bank Account** is a checking account set up and managed by a registered organization at a local bank in Champaign-Urbana. The organization assumes all responsibility involved in managing the account including securing an Employee Identification Number (EIN) and filing appropriate documentation with the IRS. The Registered Organizations Office will not advise organizations on managing this "outside" account.

As you assume your treasurer responsibilities, it is in your best interest to check your organization's financial status on accounts immediately. An Account Information Request form is used to make an inquiry regarding your RSO or Charity Account such as account balance updates, transaction spreadsheets, monthly account statements, and account history. Off-campus accounts are independently managed and reconciled by the organization.

### **Reconciling Statements**

Treasurers are directly responsible for financial management and debt of their organization. Appropriate management of financial accounts requires that treasurers confirm all transactions associated with the account to ensure the University or bank records match financial records kept for the organization. Maintaining copies of all financial documentation is essential for reconciling transactions. This simple budgetary principle will ensure you have accurate records of account activity, maintain an accurate account balance, and confirm all deposits to and payments from the account.

When reconciling transactions, it is especially important to pay attention to any transfers or automatic payments made to a University department to confirm that the amount you contracted to pay is the amount that was debited. Any entity that is given permission, will process payment from your RSO Account regardless of the balance. It is your responsibility to be sure there is enough money in your RSO Account to cover expenses. Report any discrepancies immediately to the Organization Fund Accountant.

If an organization incurs a negative fund balance with a University account, they will be encumbered. An encumbrance can negatively impact the status of the registered organization and will result in charges being assessed to the treasurer's individual student account.

### **Organization Fund Accounts**

Organization Fund Accounts have been established for use by registered organizations to manage income and expenses associated with the organization's needs. The operation and direct supervision of RSO Account and Charity Account transactions are shared by the Registered Organizations Office and the Office of Business and Financial Services.

Treasurers are required to adhere to the rules and regulations governing these University accounts. Deposits are made at the Cashiers Office in Henry Administration Building. Spending occurs by submitting a voucher and appropriate documentation to the Registered Organizations Office for approval to expend money from the specified account.

## Opening an Account

Every organization with even the most basic income or expenses is encouraged to open an RSO Account. Additionally, an organization must have an RSO Account set up prior to submitting a SORF funding request.

The treasurer must complete a Treasurers' Financial Workshop and the organization must be registered with the Registered Organizations Office for the academic year, prior to an account being assigned. An RSO Account can be requested by the organization's treasurer following the mandatory workshop. Once the account number is established, the treasurer will be notified of their assigned account number via email from the Registered Organizations Office.

If your organization already has an established Organization Fund Account (RSO or Charity), the treasurer will receive the account number upon completion of a Treasurers' Financial Workshop providing the organization is in good standing and registered with the Registered Organizations Office.

A Charity Account must be requested separately to be used solely for charity and philanthropic fundraising events intended to benefit others.

## Appropriate Use of Funds

In general, expenditures from the Organization Fund Account must be for a lawful purpose and, in general, ***must be used*** for payment of services rendered or for material(s) received and related to the educational goals and objectives of the University.

Funds in the RSO Account may be used to pay for the purchase of items to sell (donuts, buttons, t-shirts, food, etc.), travel expenses to bring guest speakers to campus, member travel to attend a conference or athletic competition, refreshments at an event, DJ services, etc.

Organization funds ***can not be*** used to:

- Directly benefit an individual or individuals, except as payment for services rendered.
- Purchase, deliver or serve alcoholic beverages, or to enable or facilitate the purchase of alcoholic beverages by any person.
- Purchase weapons, or to enable or facilitate by any means the purchase of weapons by any person.
- Purchase materials by, through, or from the University for resale to others.

If you have any questions regarding appropriate use of organization funds, consult with the Registered Organizations Office.

## Account Requirements

All funds deposited into University accounts must be handled in accordance with university policy.

ALL earnings generated via fundraising activities specifically for your organization through the use of University property, facilities, and/or services **MUST** be deposited into the RSO Account. Such fundraising activities **MUST** be cleared as soon after the event as possible – no more than two business days (M-F) following the event by submitting a deposit slip to the Registered Organizations Office.

Funds that are already in an organization's RSO Account can **NOT** be used for charitable donations. A separate Charity Account **MUST** be established and used for this purpose.

All earnings generated via fundraising activities collected specifically to benefit others (charity or philanthropy) through the use of University property, facilities, and/or services MUST be deposited into a Charity Account set up specifically for your organization's charity events. Any expenses associated with hosting the charity event can be paid for from the Charity Account BEFORE the remainder of the money is donated. Money in the Charity Account must be donated within 30 days of the event, clearing the Charity Account to a zero balance.

If a fundraising event is held at an off campus location, the organization does NOT need approval by the Registered Organizations Office and money generated from the event can be deposited anywhere. However, if University property is utilized for any part of the event, ALL money collected/generated from the off campus event must then be deposited into the group's appropriate University Account (RSO Account or Charity Account) for which the fundraising activity was held to benefit.

Money collected from dues and initiation fees can be deposited anywhere, an outside bank account or the University's Organization Fund Account. If deposited in the RSO Account, funds must be used according to the rules and regulations listed in the Student Code.

### **Organization Debt and Financial Responsibility**

As treasurer of your organization, you are responsible for maintaining a positive balance in the Organization Fund Account. If there are not enough funds in the Organization Fund Account to cover expenses, the organization will be held financially accountable for delinquencies. The organization can be encumbered and as such, will not be able to operate on campus until all debts are paid.

Notice will be provided to the Registered Organizations Office that there are insufficient funds in the account to pay for the requested purchase. The Registered Organizations Office will notify the treasurer of the charge and of the insufficient fund balance. The organization will have 30 days to deposit sufficient funds into the Organization Fund Account to generate a positive balance and cover all expenses incurred.

If, at the end of the 30 day cycle, the Organization Fund retains a negative balance, the organization will be encumbered. The organization will not be in good standing with the University, resulting in loss of registered organization status. Privileges will be revoked including use of University facilities, ability to fundraise, access to equipment, discounts on services, eligibility for SORF funding, and use of an Organization Fund Account.

**In addition to the organization being encumbered, any remaining debt will be charged to the treasurer's University student account using their UIN.** As the treasurer is responsible for the Organization Fund Account and its management, the organization's financial debt now becomes the responsibility of the treasurer. This financial burden will also negatively impact the student's standing with the University, the ability to register for classes, the ability to graduate, and the ability to receive transcripts.

The organization may choose to meet with the Registered Organizations Office to discuss a plan for eliminating their financial deficit. The treasurer must deposit required funds into the Organization Fund Account and submit a copy of the deposit slip to the Registered Organizations Office to clear the delinquent account. Once this is done, the organization should regain their status and the treasurer's individual account will be cleared of the organization's debt.

### **Guidelines for Revenue Generating Events**

Many organizations have fundraisers to support their function and activities. Some fundraising options include collecting initiation fees and/or dues from members; charging admission for events;

selling merchandise and services; and seeking donations of goods, services, or money from outside vendors. Other ways to subsidize the cost of activities may involve engaging in co-sponsorship with other organizations, departments, or offices on campus and applying for money from funding sources on campus. Whether fundraising for your organization or fundraising to benefit others, University policies and procedures for revenue generating events must be followed.

Any event that involves collecting money on University premises must be approved by the Registered Organizations Office whether the event is a fundraiser for your organization or to benefit others. The office keeps track of all events in which financial transactions occur on University property and verifies that all money is deposited into appropriate accounts following the event. If a fundraiser is not cleared with the Registered Organizations Office, subsequent requests may not be approved until the appropriate proof of deposit from the fundraiser is submitted.

If a fundraising event is held at an off campus location, the organization does NOT need approval by the Registered Organizations Office. However, if University property is utilized for any aspect of the event, ALL money collected/generated from the off campus event must then be deposited into the group's appropriate University Account (RSO Account or Charity Account).

### **Fundraising for your Organization**

When fundraising for your registered organization, follow the steps below:

- Submit *Space Request Form* to 280 Illini Union for event approval by Registered Organizations Office. Some events may require consultation with Assistant Director. *Event Budget Form* must also be submitted with *Space Request Form* when money is generated or collected at the event.
- After the event is approved, the form is mailed to the appropriate office that handles scheduling for the specific space requested.
- Collect revenue at/for event and deposit money into the Organization Fund Account at the Cashiers Office in Henry Administration Building between the hours of 9 am and 4 pm Monday - Friday. Fundraisers must be cleared within 2 business days (M-F) following the event.
- Submit deposit slip to the Registered Organizations Office.

### **Fundraising to Benefit Others**

Registered organizations may sponsor events on University premises proceeds are to be donated to a community organization, or national/regional/local charity. Adhere to the steps below:

- Submit *Space Request Form* to 280 Illini Union for event approval by Registered Organizations Office. Some events may require consultation with Assistant Director. *Event Budget Form* must also be submitted with *Space Request Form* when money is being generated or collected at the event. When requesting an event to benefit a charity, it must be clearly stated that the purpose of the event whether a sale, concert, tournament, etc., is to raise funds to benefit others
- After the event is approved, the form is mailed to the appropriate office that handles scheduling for the specific space requested.
- Collect revenue at/for event and deposit all donations into Charity Account at the Cashiers Office in Henry Administration Building. Charity events must be cleared within 30 days of the event.
- Funds that are already in the RSO Account can NOT be used for donations. You must use a Charity Account for such transactions. All funds generated at fundraising events to benefit others must be deposited into the Charity Account. The Charity Account can be used to pay for any expenses associated with this event before the remainder of the money is donated.

- Submit voucher accompanied by a typed Letter of Donation for the specified charity/organization to the Registered Organizations Office to remit payment. Letter must include:
  - Name and address of the organization to receive the donation
  - Name and address of the RSO donating the funds. If more than one registered organization sponsored the event, include this information for all involved.
  - Name, dates, and description of the event that raised these funds.
  - Amount of money generated for donation.
  - Signature of either the president or the treasurer of the sponsoring organization.
- Indicate on the voucher that you want to include documentation to be mailed with the check. You must provide the Letter of Donation to be mailed with payment.

### **Depositing Money into the Organization Fund Account**

Deposits into RSO or Charity Account must be made at the Cashiers Office (Room 100) in Henry Administration Building between the hours of 9:00a.m. – 4:00p.m., Monday – Friday. Deposit slips, cash, and coin wrappers are available at the office for your use.

Provide the appropriate Organization Fund Account number (regular or charity) into which you wish to make the deposit. The Cashiers Office requires that the following procedures are followed when making deposits:

#### **Checks**

- All checks must be deposited within 30 days of the check date.
- Calculate the total amount of the deposit. When depositing multiple checks, include an adding machine tape of the check total with the deposit.
- Endorse all checks with the following: 1) Name of the Organization. If the check is made payable to a charity, write the name of the charity and then the name of the organization below it. 2) Account number of the organization.

#### **Cash/Coins**

- Sort cash according to denomination, bills facing the same direction, and wrap when possible. Same goes for coins.
- Label all wrapped coins and cash with the name of your organization and the account number.
- Do not wrap money for amounts other than specified on wrappers.

#### **Wrap cash as follows:**

- \$500 in twenties (25 bills)
- \$500 in tens (50 bills)
- \$500 in fives (100 bills)
- \$50 in ones (50 bills)

#### **Wrap coins as follows:**

- \$10 in fifty-cent pieces
- \$10 in quarters
- \$5 in dimes
- \$2 in nickels
- \$.50 in pennies

## Spending Money from the Organization Fund Account

As the financial officer, you protect the interests of the organization by confirming appropriate amounts have been spent for legitimate, organization-sponsored activities and business. You must verify that all documentation being submitted for payment from account is original and not falsified or forged.

Funds from your Organization Fund Account can only be accessed through submission of a voucher form to the Registered Organizations Office. **The voucher system allows you to pay bills and reimburse individual(s), authorize automatic payments/transfers to other University accounts, or request a cash advance.**

### Vouchers

The treasurer is the only person authorized to sign vouchers for the organization. The president's signature is only required as a co-signer when the treasurer is the payee. Vouchers are available online: [www.union.illinois.edu/involvement/rso/forms.aspx](http://www.union.illinois.edu/involvement/rso/forms.aspx).

Vouchers and supporting documentation (contract, letter of agreement, invoice, bill, receipt, and bank/credit card statement) must be submitted to the front desk in the Student Organization Complex, 280 Illini Union. Vouchers will be reviewed for approval by the Registered Organizations Office and forwarded to OBFS for processing.

When the treasurer submits a voucher to pay bills, reimburse an individual, or get a cash advance, OBFS confirms that there are sufficient funds to cover costs prior to remitting payment. A check will not be processed unless requested amount is available in organization's RSO Account.

Payment delivery methods are listed below.

- **Pick-up:** Check can be obtained by either the payee or the treasurer at the Cashiers Office (Room 100) at Henry Administration Building within 5 business days. **Treasurer MUST include an additional copy of the voucher for all pick-up requests.** The original will remain on file with OBFS and the copy will be included with the check at the time of pick up.
- **Mail to:** Check will be mailed directly to the payee when processed. **Treasurer must provide additional copies of any documentation to be mailed with the check.**
- **Direct Deposit:** Checks will be issued as a direct deposit only for students, faculty, and staff. OBFS requires that individuals sign up for direct deposit to reduce the number of checks processed and mailed as well as expedite the reimbursement process. If you have any questions regarding this process, please direct them to the Cashiers Office in Henry Administration Building.

It is the treasurer's responsibility to maintain a copy of all vouchers and documentation for financial transactions associated with the RSO Account. All originals remain on file with OBFS and are not accessible once they are submitted. Effective record keeping will allow you to track the account balance, record any debits and credits to the account, and maintain a log of all payments for the books.

Vouchers must be filled out legibly with complete and accurate information. Incomplete vouchers holds up the payment process as they will be returned to the treasurer to make appropriate corrections and resubmit.

## **Pay Bills or Issue Reimbursements**

By submitting a voucher, a check can be processed for the payee indicated on the voucher (a vendor, individual, or another organization). After a voucher is submitted and approved by the Registered Organizations Office, OBFS confirms the available balance and issues a check as long as there are sufficient funds in the RSO Account to cover the costs.

As a general rule, supporting documentation needed for reimbursements must be original, paid, itemized, receipts with proof of payment by payee. All vouchers must be accompanied by an original invoice, bill, statement, itemized receipt, contract, or letter of agreement as official documentation for payment. Additionally, if you are reimbursing an individual, proof of payment by payee is required to illustrate that individual actually incurred and paid the charges they are seeking reimbursement for.

The first time a non-UIUC affiliate is being paid via a university-issued check, they will need to complete a Vendor Information Form. This form is available online at <http://www.obfs.uillinois.edu/Forms/VendorInformationForm.pdf>. The completed form must be submitted with the voucher. This will allow the payee to be established as a vendor within the university accounting system – a requirement for them to receive payment through the University. Once the vendor has been entered into the university accounting system, they will receive a unique Vendor Banner Number (denoted as @...). For all subsequent payments to that entity, their Vendor Banner Number should be input on the vouchers. When in doubt, consult with the Registered Organizations Office to confirm whether or not the payee has a Vendor Banner Number.

Make photocopies of all receipts for your records, as the originals must be submitted with the voucher. You may need these copies later if you want to reimburse individuals for any portion not covered by SORF allocation.

### Regulations for Receipts

- The location/place where the purchase was made must be identified on the receipt.
- All small pieces of original supporting documentation (receipts, boarding passes, name tags, etc.) must be taped to a clean 8 1/2 x 11 sheet of paper. Stapled documents and scraps of paper hanging over sides will NOT be accepted.
- When submitting more than 3 receipts, you must add all receipts on an adding machine and submit the adding machine tape with the voucher. Adding machine is available in the SOC, 280 Illini Union.
- If you are only reimbursing specific items from a receipt, you must submit an adding machine tape with the “new” receipt total of specified items including the correct amount of tax.
- If the vendor has a liquor license such as most grocery and discount stores, full service restaurants, etc., itemized receipts are required that clearly identify the items purchased. If an alcohol purchase is included on a receipt, the amount of the alcohol and its tax must be subtracted from the amount payable from the RSO Account.

## **Authorize Automatic Payments and Transfers**

Use a voucher to request an automatic payment to a University office, department, or another registered organization. Funds will be transferred from your Organization Fund Account to that unit’s account. Common automatic payments/transfers include catering, facility rental and staffing, technology equipment, audio/visual equipment, and print services to name a few.

When you place an order with a University department, you must provide authorization for them to process the charges to your Organization Fund Account for payment. Funds are transferred

electronically from the Organization Fund Account to the specified department. However, they do not check to see if you have sufficient funds before they process the transaction. If you do not have funds in the account to cover costs, your organization will become encumbered.

If a department does not have the ability to debit your Organization Fund Account, request an invoice or billing statement from that department. Obtain the FOAPAL (department's account number) for the transfer of funds. Submit the bill along with a voucher to the Registered Organizations Office for payment to be transferred into the appropriate department budget account.

### **Receive a Cash Advance**

Vouchers can be submitted to request a cash advance. Such an advance may be desired to cover nominal items such as trip expenses, organization-sponsored event, organization supplies/materials, and change for sales. **Requested cash advance may not exceed the current balance of the RSO's Organization Fund Account.**

To receive a cash advance, submit a voucher to the Registered Organizations Office indicating individual to whom the cash advance will be made payable. In the description section on the voucher, indicate transaction is a cash advance and specify purpose – what the money will be used for.

The treasurer and the individual receiving the cash advance are both responsible for these funds. Cash advances must be “cleared” as soon as possible after the event/activity for which it was authorized. After the cash advance has been used, submit appropriate documentation to the Registered Organizations Office to “clear” funds and settle up.

Cash advances can be cleared by indicating all funds were used, partial funds were used, or more than the cash advance was used.

- **Used All Funds:** All requested funds were used. Submit itemized receipts totaling the amount of the cash advance to the Registered Organizations Office.
- **Used Partial Funds:** Only a portion of the requested funds were used. You must deposit the unused portion of cash advance back in to the Organization Fund Account at Henry Administration. Submit appropriate receipts for the portion of the cash advance used and a carbon copy of your deposit slip to the Registered Organizations Office.
- **Used More Than Cash Advance:** All requested funds were used and then some. Submit to the Registered Organizations Office, itemized receipts for all expenses incurred and a voucher to reimburse the individual who provided the additional funds.

### **Off-Campus/Outside Bank Accounts**

Funds generated through off-campus, non-University premises can be deposited anywhere. Similarly, dues/initiation fees can be deposited anywhere – a non-university bank account or the University's Organization Fund Account. For these purposes, organizations may choose to have an account with a local bank to deposit funds. Some organizations also value the convenience to access funds and pay expenses with checks and/or a debit card.

Registered organizations are solely responsible for appropriate management of their off-campus bank account matters. The University is not responsible in any way for such transactions. Similarly, the Registered Organizations Office will not provide any advisement related to off-campus bank accounts.

**NOTE:** You must have an Organization Fund Account/RSO Account set up prior to submitting funding requests to SORF in order to access allocated funds.

## **Tax Information for Outside Bank Accounts**

As outlined in the Student Code, Article 2 – General Policies and Procedures, Part 3: Registered Organizations and Organization Fund, all tax and legal matters relating to organization activities are the sole responsibility of the registered organization. Registered organizations are NOT authorized to use the University's Employer Identification Number (EIN) or tax-exempt status.

Each organization must apply for their own individual EIN and/or tax-exempt classification through the Internal Revenue Service if they plan to manage an outside bank account. An EIN serves as a Social Security Number for a group or organization. Keep in mind, your organization is responsible for understanding all requirements and obligations for filing reports to the IRS. The Registered Organizations Office will not provide any advisement related to tax information.

### **Employer Identification Number**

An EIN is merely a unique identifier for the organization, similar to an individual's SSN. Applications for an EIN can be retrieved at <http://www.irs.gov>. Obtaining an EIN does not mean an RSO is tax-exempt. An organization must apply separately for tax exemption, as they are two independent processes. However, an EIN is required prior to applying for tax exemption.

### **Non-Profit**

Non-profit does not automatically imply tax exempt. An organization is NOT considered non-profit by the IRS unless they apply for such status.

The IRS has established eligibility criteria for varying kinds of non-profit organizations. IRS Publication 557 (<http://www.irs.gov/pub/irs-pdf/p557.pdf>) provides a description of the various types of 501(c) non-profit organizations.

### **Tax Exemption**

An organization can apply for tax exempt status with the IRS at <http://www.irs.gov/>. Applications are reviewed to determine whether or not an organization meets the requirements of the Internal Revenue Code for tax-exempt status.

Recognition of exemption requires separate applications for charitable organizations versus other tax exempt organizations. Sometimes, a chapter of a larger national organization may be covered as a subsidiary under the parent organization's tax-exempt status. If you have a larger affiliate, you may want to ask if you are covered under their tax exempt status.

General tax information, resources, and annual reporting requirements can be found at <http://www.irs.gov/charities/index.html>.

### **Tax-Deductible Donations**

Registered organizations are NOT authorized to accept tax-deductible donations on behalf of the University. When soliciting donations from outside sources, it is your obligation to inform potential donors that their contributions are not tax deductible. Organizations that have 501(c)(3) charitable organization status are eligible to receive tax-deductible contributions through their organization, not the University. If you have a parent chapter, you may need to consult with them prior to accepting tax deductible donations.

### **Organization Fund Advisory Board (OFAB)**

OFAB, inclusive of all registered organization treasurers, operates as a "council of treasurers" to provide financial overview and recommendations on the use of the earned interest from the Organization Fund Accounts. As a treasurer, you have a vote in allocating one-half of the collective interest for purchases and services that benefit all registered organizations. Your vote impacts how these funds are distributed.

OFAB funds are generated through interest earned from investments of part of the funds in the Organization Fund accounts. A small percentage of generated funds are used to cover minimal expenses of running the Organization Fund. The remaining interest is divided in half. One half is distributed on a pro rata basis to all Organization Fund Accounts that helped generate interest, if that interest earned at least \$1.00 (minimum \$100 balance). The other half of the interest is available to purchase equipment and/or provide subsidized services for RSOs. Equipment that is available for RSOs to check out from the Resource Center free of charge was financed by OFAB. Service related benefits from OFAB funds include multimedia/audio-visual discounts in the Illini Union, photocopies/printing production discounts in the ReSource Center, and programmatic subsidy for on-campus programs when Facilities & Services provides equipment/support/staffing to manage the event.

An annual online meeting is conducted for all treasurers in the spring semester. At this time, treasurers may vote on OFAB's proposal for the disbursement of interest funds for the year. At least 10% or 60 of the currently registered treasurers must vote to provide quorum. The proposal is forwarded to the Vice Chancellor for Student Affairs for approval.

To solicit the best possible recommendations for use of these funds, discuss possibilities and needs with your organization before the annual meeting. For more information on OFAB, visit <http://www.union.illinois.edu/involvement/ofab.aspx>. Submit inquiries to [ofab@illinois.edu](mailto:ofab@illinois.edu).

### **Funding and Allocation Bodies**

It is important to make sure you have a budget and plan of action for finances associated with hosting an event prior to making any financial commitments. Funding sources are available to assist with costs of events and activities hosted by registered student organizations. SORF is administered and operated out of the Registered Organizations Office. Specific information related to SORF is available on the website as well as in the SORF Handbook. Student Cultural Programming Fee, Program Coordinating Council, and Center on Democracy in a Multiracial Society are funding sources managed by other departments on campus.

Each funding source has its own set of guidelines, restrictions, application procedures, funding and allocation processes that must be adhered to. These entities are not the primary source of funding for an event, but rather they help subsidize programming costs by covering a portion, percent, or flat amount of a total cost. They do not provide 100% of any cost, therefore registered organizations are responsible for costs not covered by the funding source(s).

### **Student Organization Resource Fee (SORF)**

The Student Organization Resource Fee was established in 1978 to support programs and activities of Registered Student Organizations (RSOs). SORF is a mandatory (but refundable) \$12 fee collected from all students each semester at the University of Illinois at Urbana-Champaign. The fee supports programs and activities of Registered Student Organizations and funds the operation of Student Legal Service and Tenant Union. If the fee is refunded, access to resources and services from SORF, Tenant Union, or the Student Legal Services will be relinquished by that student.

Visit <http://www.union.illinois.edu/involvement/sorf/Default.aspx> for funding Guidelines and Restrictions as well as a printable SORF Handbook that provides complete information on SORF processes.

### **Student Cultural Programming Fee (SCPF)**

The purpose of the SCPF is to provide direction and allocation of resources for culture-specific programming for African American, Asian American, Latina/o, and Native American programs and activities. The goal is to advance further cultural awareness, encourage diversity, educate the University of Illinois community as a whole, and provide a forum for the development, exploration,

and improvement of cultural programs. No more than 80% of a program's budget will be funded. Each organization shall be expected to share expenses for funded programs, services, and activities through its own resources. Applications that have indicated other sources of funding will receive greater consideration.

Visit <http://www.odos.illinois.edu/resource/culturalFee/guidelines.asp> for funding Guidelines and Restrictions as well as an application.

### **Program Coordinating Council (PCC)**

PCC is a centralized mechanism for requesting support from Student Affairs units so that an organization does not have to approach each individual unit, such as, Campus Recreation, The Career Center, Counseling Center, Illini Union, McKinley Health Center, Office of the Dean of Students, Office of Inclusion & Intercultural Relations, Office of Minority Student Affairs, University Housing, and The Vice Chancellor for Student Affairs. The goal of PCC is to fund large scale educational events of interest to as many students as possible. PCC will accept proposals that improve the quality, style, and content of student life at UIUC primarily if it addresses a major policy or programmatic issue. Please note, due to its very restricted budget PCC should be considered a funding source of last resort. Typically funding does not exceed \$1,000.

Visit <http://www.odos.illinois.edu/resource/pcc/guidelines.asp> for funding Guidelines and Restrictions as well as an application.

### **Center on Democracy in a Multiracial Society (CDMS)**

CDMS invites requests for co-sponsorship during each academic year. Requests in support of on-campus diversity programming that focus on race, diversity, and campus climate at Illinois should be submitted by the set semester deadlines. CDMS reserves the right to request evaluation material from groups or organizations receiving funding. As part of our evaluation efforts, the Center collects feedback from event organizers. The feedback provided will help assess the quality of our programming, as well as direct future improvements. A CDMS Co-sponsorship Committee, working in conjunction with the Center's Director, will review all requests for co-sponsorship support. Requests must be submitted on or before the deadlines in order to receive full consideration. To help ensure an equal distribution of funds, \$ 125 is the maximum amount funded per request with no more than \$ 250 maximum funding granted to any one unit during an academic year.

Visit [http://cdms.ds.illinois.edu/pages/Co\\_Sponsorship\\_Request/Co-sponsorshipRequestFormOptions.htm](http://cdms.ds.illinois.edu/pages/Co_Sponsorship_Request/Co-sponsorshipRequestFormOptions.htm) for "Co-sponsorship Request Form." All completed forms should be sent electronically to [cdms@illinois.edu](mailto:cdms@illinois.edu). Decisions regarding support will be sent to applicants within a few weeks of each semester's deadline.

# Quick Reference Contact Information

## Primary Offices Treasurer Works With

|   |  |
|---|--|
| <b>Registered Organizations Office</b> , 284 Illini Union<br><a href="http://www.illinois.edu/ro">www.illinois.edu/ro</a>   | 217.244.2357<br><a href="mailto:iurso@illinois.edu">iurso@illinois.edu</a>   |
| <b>Student Organization Complex (SOC)</b> , 280 Illini Union  | 217.333.1153   |
| <b>SORF</b> , 284 Illini Union<br><a href="http://www.union.illinois.edu/involvement/sorf/Default.aspx">www.union.illinois.edu/involvement/sorf/Default.aspx</a>                      | 217.244.2357<br><a href="mailto:sorf@illinois.edu">sorf@illinois.edu</a>     |
| <b>Office of Business and Financial Services</b> , 111 E. Green St.<br><a href="http://www.obfs.uillinois.edu">www.obfs.uillinois.edu</a><br>Joan Campo, Organization Fund Accountant | 217.244.8393<br><a href="mailto:jcampo@illinois.edu">jcampo@illinois.edu</a> |
| <b>Cashiers Office</b> , 100 Henry Administration Building<br>Hours of Operation: M-F 9:00a.m. – 4:00 p.m.  | 217.333.4870   |

## Other Resources within Student Programs and Activities

|   |  |
|---|--|
| <b>ReSource Center</b> , 285 Illini Union<br><a href="http://www.union.illinois.edu/involvement/rso/resourcecenter.aspx">www.union.illinois.edu/involvement/rso/resourcecenter.aspx</a> | 217. 333.1065  |
| <b>Office of Volunteer Programs</b> , 288 Illini Union<br><a href="http://www.union.illinois.edu/involvement/ovp/Default.aspx">www.union.illinois.edu/involvement/ovp/Default.aspx</a>  | 217.333.7424<br><a href="mailto:ovp@illinois.edu">ovp@illinois.edu</a>         |
| <b>Illini Union Board</b> , 227 Illini Union<br><a href="http://www.iuboard.illinois.edu">www.iuboard.illinois.edu</a>  | 217.333.3663<br><a href="mailto:iuboard@illinois.edu">iuboard@illinois.edu</a> |

## Campus Resources

|   |  |
|---|--|
| Division of Campus Recreation                             | <a href="http://www.campusrec.illinois.edu">www.campusrec.illinois.edu</a>   |
| Division of Disability Resources and Educational Services | <a href="http://www.disability.illinois.edu">www.disability.illinois.edu</a>   |
| Illini Union Hotel Sales Coordinator, Cailin Bundrick     | <a href="mailto:bundrick@illinois.edu">bundrick@illinois.edu</a>   |
| Illinois Leadership Center                                | <a href="http://www.illinoisleadership.illinois.edu">www.illinoisleadership.illinois.edu</a>                                 |
| Office of the Dean of Students                            | <a href="http://www.odos.illinois.edu">www.odos.illinois.edu</a>   |
| Office of Facility Management and Scheduling              | <a href="http://www.fms.illinois.edu">www.fms.illinois.edu</a>   |
| Office of Facilities and Services                         | <a href="http://www.fs.illinois.edu">www.fs.illinois.edu</a>   |
| Office of Residential Life                                | <a href="http://www.housing.illinois.edu">www.housing.illinois.edu</a>   |
| Office for Inclusion and Intercultural Relations          | <a href="http://www.studentaffairs.illinois.edu/diversity/oirr.html">www.studentaffairs.illinois.edu/diversity/oirr.html</a> |
| Student Code - Policies & Procedures                      | <a href="http://www.admin.illinois.edu/policy/code/index.html">www.admin.illinois.edu/policy/code/index.html</a>             |
| The Campus Administrative Manual                          | <a href="http://www.admin.illinois.edu/cam">www.admin.illinois.edu/cam</a>   |

## **FORMS**

The forms below will be used by registered organizations to initiate or complete finance-related processes outlined in this handbook. All forms can be obtained online at:  
<http://www.union.illinois.edu/involvement/rso/forms.aspx>.

**Account Information Request Form**

**Event Budget Form**

**Letter of Agreement**

**Letter of Donation**

**SORF Expenditure Request**

**Space Request Form**

**Study Abroad Office Student Group Form**

**Vendor Information Form**

**Voucher**

## **RESOURCES**

Resources below are accessible from the SORF website:  
<http://www.union.illinois.edu/involvement/sorf>.

**Completed SORF Packet Examples for Specific Funding Categories**

**Documentation Checklist**

**SORF Handbook**

**Voucher Checklist**