



Setting up an Account

After SGA has accepted you, the club accountant will receive the signed bills recognizing new and returning clubs. Once the accountant receives the bills, they will set up or update DSO (Departmental Student Organizations) sponsor forms, Teams channels, and financial reports. Once complete, keep an eye out for a post on the organization's Team channel. After two years of inactivity, club funds will be returned to SGA and the account closed. If the club would like to reform, it will be issued as a new club and must collect new funds.

ISO (Independent Student Organizations) is responsible for finances independently. No account will be set up. However, a W9 must be provided by the member or advisor who will set up the bank account for the club for allocations can be made. This is the extent of contact an ISO will have with the accountant.

Financial Reports

- New clubs, allow up to 30 days for account setup.
- Returning clubs, allow up to 15 days for reactivation and updates to be completed.
- Allocations will reflect on the following month's report.
- Financial reports will be posted to the organization's Team channel monthly.
 - Posted the 10th business day of each month.
 - Ad hoc reports are available via request through the Teams channel. Include:
 - Off-schedule report (high-level report within the month)
 - Transaction report (detailed listing of each transaction within the month)
 - Timeframe (if other than the current month)
 - Event, travel, description, etc. if looking to pull information for a specific inquiry
- Accountant will contact the treasurer to work on the club budget.

Spending Money

- Preferably, all communication will come from the treasurer.
- Online purchases, send an email and include:
 - Organization/Club name
 - Link to the specific item (make sure all selections are chosen before copying the link)
 - Quantity
 - Reason for purchase (include the event name, date(s) of event, or any details or descriptions to include in the report, so it makes sense to future members)
- In-person purchases, work with the Club Coordinator.
- Travel expenses, work with the Club Coordinator & complete the travel form (see below).
- Giveaways, work with the Club Coordinator to ensure appropriate policies are followed.
- As a last resort, expenses can be paid with personal funds. Email the receipt with a request for personal reimbursement and include:
 - Organization/Club name
 - Reason for purchase (include the event name, date(s) of event, or any details or descriptions to include in the report, so it makes sense to future members)
 - Explanation of why personal funds were used



Receiving Money Events . Fundraisers . Donations

- A receipt is required for all money received. Books are available at the Kuhlman Center.
- Complete the online event form.
 - If a cash box is selected, this can be picked up at Kuhlman Center but must be returned with the money.
 - Keep donation money separate from fees collected.
 - Money should be dropped off at the Kuhlman Center within 24 business hours.
- Sales tax will be collected on all goods and food if provided at an event where fees are collected. When pricing items or events, remember sales tax will be deducted from the total.
- Online option available to receive registration fees via card. Contact accountant for setup.

Travel

- When travel is expected, complete the online travel request form 2 or more weeks before travel.
- Work with your advisor and treasurer to ensure finances are covered and contact the accountant if special circumstances are expected.
- Never purchase alcohol or gasoline when driving a personal vehicle with a BPC card.
- DSO clubs are allowed and encouraged to reserve campus vehicles for travel vs. renting vehicles. Reservations are made online at salina.ksu.edu/about/faculty-staff/facilities/.
- If a personal vehicle is used, mileage reimbursement is available at a lower rate. Complete a W9 and the post-travel form explaining why a motor pool vehicle was not used.

In the works!

- Budget Template
- Report guide with details on how to read the financial reports.
- Online W9 submission
- Purchasing and Receiving Flowchart

Forms Located in Teams Finance for Student Organizations>General>Files

- Event Form
- Travel Request Form
- Post-travel Reimbursement Request Form
- Vehicle reservation
- Sales tax exemption form

Always feel free to book an appointment through bookings or contact the accountant through Teams, email, or phone with any questions or concerns. Our priority is to provide you with the necessary resources and fund availability while maintaining the State of Kansas and Education policies and procedures. We understand some circumstances can be tricky or flat-out inconvenient. Knowing that we can't change all processes to suit your needs, we are happy to work with you and do what we can to improve.

