



# How does a club access their money?

After SGA has received the annual recognition form, renewing and new clubs will be discussed at an SGA meeting. Once approved by SGA, an accountant will receive the signed bill recognizing new and returning clubs. The accountant will use the name as it is documented on the bill to create a financial report and allocate money if applicable.

## Updates/Changes for Fall 2023

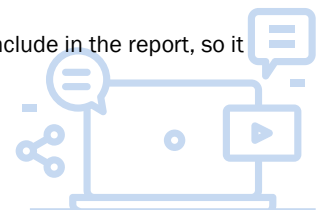
- Vocabulary change. See definitions and expectations for details.
- Affiliated orgs will now have access for the university to maintain finances. University financials will be the default option; however, if a W9 is provided the org can maintain finances off-campus. If off-campus finances are requested, the university is not allowed to provide any guidance.
- Affiliated orgs will now have access to university benefits.
- Teams is no longer used for club accounts. Still available for chats.
- Advisor will be first and main contact for purchasing and making travel arrangements.
- Financial reports will be emailed to the treasurer and advisor monthly.
- Fiscal Services is transitioning accounting software. Please be patient as we transition and work out of two software systems throughout the year.
- Club or organization active or inactive year is determined from October through September.

## Financial Reports

- Each club has their own financial report.
- KSU Salina webpage and Rah Rah will be utilized to determine current active club members. Please be sure to keep this up to date!
- Allocations will reflect on the following month's report.
- Financial reports will be emailed to the treasurer and advisor monthly.
  - Emailed the 10<sup>th</sup> business day of each month. \*Will go in effect once SGA bill is sent in October 2023.
  - Ad hoc reports are available via request by emailing [salianfiscal@ksu.edu](mailto:salianfiscal@ksu.edu). 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.

## Spending Money

- Always contact your advisor first.
- President, treasurer, or advisor are the only club members allowed to make or request a purchase.
- Online purchases, send an email to [salinafiscal@ksu.edu](mailto:salinafiscal@ksu.edu) and include:
  - Organization/Club name as it is listed on the SGA bill
  - 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 your advisor or the Student Service Coordinator.
- Travel expenses, work with your advisor & complete the travel form (see below).



- Giveaways, work with your advisor or Student Service Coordinator to ensure appropriate policies are followed.
- As a last resort, expenses can be paid with personal funds. Email from the person requesting the reimbursement with the receipt and a request for personal reimbursement to 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.

Example email from Willie Wildcat: I am requesting reimbursement in the amount of \$206.98 for branded shirts purchased for Club Name for members to wear during campus events throughout the year. Personal funds used because vendor required payment on-site.

## Receiving Money Events, Fundraisers, Donations.

- A receipt is **required** for all money received. Receipt 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 fiscal services for setup.
- Online donation link through KSU Foundation can be requested. Contact fiscal services for setup. A small percentage will be deducted by KSU Foundation. Usually between 1% and 5%.

## Travel

- Work with your advisor and complete the online travel request form 2 or more weeks before travel.
  - Advisors have access to all travel forms through the KSU Salina site.
- Ensure finances are available and will cover travel. If sponsored clubs are receiving funds from the department, an email from the advisor is required.
- Never purchase alcohol or food from restaurants with a BPC card.
- 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/](http://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.
- SET cards can be requested two or more months before travel. These are temporary cards to be used within a certain timeline for clubs traveling. More details, contact fiscal services.

## Contacts

- Student Service Coordinator – Lindsay Shupe
- Purchasing – Monica Baltazor
- Receiving (donations or fundraising) – Dené Sheridan
- Fiscal Services – [salinafiscal@ksu.edu](mailto:salinafiscal@ksu.edu)



**Forms** Located on Club and Organization KSU Salina website

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

This document will be ever changing and updated as applicable. Please refer to it for guidance and contact fiscal services if any questions remain.

