Treasurer Training

2016-2017
Congratulations!

The one thing you need to know about being the treasurer....

Your role is essential to everything the organization/house does!
Treasurer Support
Services Hours

Monday-Friday  9 a.m. – 4 p.m.
Campus Center 106
X2633
Email:  sbcash@smith.edu

http://www.smith.edu/ose/orgs_treasurer-support.php
Types of Accounts

House Account
- House dues
- House purchases
- Amount rolls – including debt

House Social Account
- $10/student/semester
- Social events in house for ENTIRE house
- Does not roll – returned to Campus Pool
- Debt rolls

Student Org Accounts
- Start with ZERO BUDGET unless there is fundraising money
- Money for events must be requested BEFORE events
- Only Fundraising money rolls – debt rolls
  - Try and use in year it was raised
Submitting a Purchase Request

- All transactions are submitted through your organization/house site on the Social Network as a Purchase Request Form.

- There are videos to help you on the Treasurer Support Services Website!

  http://www.smith.edu/ose/orgs_treasurer-support.php
Purchase Request Reminders

- Please allow 24 hours for Treasurer Support Services (TSS) to process your Purchase Request.

- Treasurers will receive an email when the request is approved and completed. Once you receive the email, stop by TSS, located in the Office of Student Engagement, Campus Center 106, with the original receipts and sign the paperwork.

- If the Treasurer needs to be reimbursed, the President or other officer of the organization/house MUST submit the Purchase Request form and sign the paperwork.

- If your account does not have enough funds to cover the transaction, TSS will not process your paperwork.

- All receipts must be taped to an 8 ½ x 11 piece of paper. Multiple receipts can be put on one sheet as long as they do not overlap AND the receipts are for the same Purchase Request form. Each Purchase Request form will require the back up documentation to be attached electronically.
Purchase Request Reminders

- Purchase requests must be completed for items that are paid by organization transfer including but not limited to:
  - Smith College Catering Contracts
  - Facilities Management Charges
  - Campus Police Charges
  - Copy and Print Services

- By submitting a purchase request, these transitions will be added to the Social Network and help keep the organizations records up to date and as consistent with Banner as possible.
Reminders for Submitting a Purchase Request

- Reimbursements/payments MUST be processed within the fiscal year (July 1, 2016-June 30, 2017) that they occurred. Past fiscal year expenses will not be accepted.

- Purchase Requests generate a check request in the Controller’s Office. These normally take 10 business days to process.

- You MUST include a MapQuest printout with all gas and mileage reimbursements.

- All receipts must be itemized and in English. Be careful with restaurant receipts!

- If you use an SGA van, we reimburse for gas; if you use your own vehicle, we reimburse mileage. Current mileage reimbursement as of January 2017) is 53.5 cents per mile.
Zip Cars

- Students who use a Zip Car will **not** be reimbursed for:
  - One time application fee
  - Annual membership fee

- Students can be reimbursed for the hourly/daily rate ONLY if a SGA van is not available for their use.
  - Documentation from the SGA Office must be submitted with the Purchase Request Form.
Students Will NOT be reimbursed for:

- Travel within the 5 College area (no reimbursement for trips to Stop & Shop, taxis within 5 College area).
- Payments to a third party vendor (caterer/performer).
- Gift Cards— not even Campus Center café/bookstore.
- Gas Cards
- Costco or BJs membership
- Any personal items
- Prohibited items – no alcohol! If there is ONE alcoholic drink on the receipt, the entire receipt will be rejected.
All payments received by a house or student organization must be deposited within 24 hours of receipt at Treasurer Support Services, CC 106.

Small deposits of less than $200 may be held securely in the Office of Student Engagement, but must be deposited within 72 hours (3 days).

At no time should more than $200 in cash or checks be held by any house or organization without the advance approval from the Director of Student Engagement.

The complete Smith College cash handling policy can be found at http://www.smith.edu/controller/PDF_files/Smith_College_Cash_Handling_Policy.pdf
Making a Deposit

- All checks should be payable to Smith College

- Separate your checks, cash and coin and bring into TSS. The teller will enter the amount into the Social Network and the money will be sent to the Controller’s Office for deposit.

- Money that an organization raised from fundraising, ticket sales, CD sales, etc., will be rolled to the next fiscal year as long as your organization is NOT in debt.

- The money earned through fundraising should be used within the fiscal year it was raised. Fundraising money can be used for expenses not covered by ORC such as snacks at an organization meeting, senior gifts, or graduation stoles.
Commonwealth of MA Tax

- The state of MA will tax certain items that your organization/house sells. The Controller’s Office calculates the tax amount and applies it to the Smith Social Network as an expense labeled Commonwealth of MA tax.

- When making a deposit, the treasurer must inform the teller about what kind of items were sold.

**NON-tax items are:**
- Clothing
- Donations
- Dues
- Non-Processed Foods/Produce/Fruit Sales
- Ticket sales

**TAXABLE items are:**
- Bake Sale – 7% tax
- Merchandise (non-clothing) 6.25% tax
- Prepared Foods (pizza, bubble tea, coffee, pies) 7% tax
Smith is Tax-Exempt

- When you are making any purchase for the organization or the house, let the vendor know that Smith College is an IRS registered 501(c)3 non-profit institution. By producing the Tax Exempt Certificate, you should be allowed to waive any taxes.

ORC Funding

- All requests must be made through the The Universal Funding Application - [https://socialnetwork.smith.edu/form/start/117630](https://socialnetwork.smith.edu/form/start/117630) The deadline to submit the form is Monday at 5 p.m.

- Organizations are responsible for following the ORC Funding Policies. They can be found at: [http://www.smith.edu/sga/committees_orc.php](http://www.smith.edu/sga/committees_orc.php)

- Important reminders about ORC funds:
  - ORC does not accept retroactive applications (Sawyer will)
  - ORC does not fund organization apparel
  - ORC does not fund gifts for speakers/seniors
  - ORC does not fund senior banquets/end of semester celebrations/food for general body meetings or organization bonding events
House Communities are welcome to apply for additional funding through the Campus Pool.

The Campus Pool committee meets and reviews requests for funding every two weeks. If a house is granted funding, the funds will be transferred in to the house's social dues account.

The house treasurer must then process the necessary paperwork to get people reimbursed from the house social dues account.

Questions about the Campus Pool should be directed to Preeti Dasari at che@smith.edu.

The Campus Pool Funding Request form can be found at: https://smith.collegiatelink.net/organization/reslife/availableforms
Contracts

- Contracts are requested by creating an event in the Social Network and requesting a single or multiple contract.

- WHEN IS A CONTRACT NEEDED?
  - Any performer or lecturer, even if you are not paying them.
  - For any non-Smith caterer, even if you are not paying them.
  - Organizations who are providing a service (WOZQ, Vibes), even if you are not paying them.
  - A Smith faculty member, even if you are not paying them.

- Performers/lecturers must make their own arrangements for hotels and travel because it is considered taxable income. If you are reimbursing for hotel/travel expenses it should be written into the contract (for example, $800 for lecture fee and $100 for hotel).
Gift Policy

- The College asks that you not purchase alcohol related paraphernalia (flasks, shot glasses).

- Only tangible gifts valued less than $25 per person are allowed and do not have tax implications for the recipient, faculty, staff, students or others.

- While senior gifts are prohibited, thank you gifts for speakers, panel participants, etc. are allowed.

- **Gift certificates, gift cards or cash are prohibited with college funds.**

- More information can be obtained at: [http://www.smith.edu/controller/PDF_files/Policy_Giving_to_Org_%20and_Others.pdf](http://www.smith.edu/controller/PDF_files/Policy_Giving_to_Org_%20and_Others.pdf)
Donations

- Under NO circumstance can organization/house funds be used to donate to a charity.

- Donations can be made with your own personal funds.

- Donations may not be into your organization/house account. Once the funds are deposited into your org/house account, it becomes “Smith” money. Smith as a non-profit cannot donate to another non-profit company.

- Donations must be brought to a local bank for a bank check.
Credit Card for Organizations

- **To use the credit card, the treasurer needs to complete the request form on the Smith Social Network, under the Treasurer Support Services forms tab.**

- Purchases with the credit card will be entered on the Social Network by the OSE

- **Student Org Credit Card**
  - Only can be used in CC 106.
  - Only the treasurer can use this card.

- **Student Org Carry Out Credit Card**
  - May be taken out of CC 106 to use for last minute, local purchases.
  - It must be reserved in advance, used between 9 AM – noon OR 1 PM – 4 PM (Mon-Friday) and returned to CC 106 by noon or 4 PM on the same day with an itemized receipt.
  - There is a $100.00 limit on the card. **It is NOT available for nights/weekends.**
Credit Card for Houses

- The credit card for **houses** is located in Clark Hall.

- This card cannot be taken out of Clark Hall.

- Please send an email to Hannah Durrant regarding the details of the purchase you wish to make. She will email you back with a time to stop by and use the card.

- Purchases with the credit card will be entered on the Social Network by Res Life.
The Smith College Purchasing Department has a Costco Membership Card that is available for student orgs/houses/departments to use.

To find out if the card is available, contact:
- Christina in CC 106 x2639, student organizations
- Debby in Clark Hall x4937, houses

Please request the card at least a week in advance.

The card can be used only on weekdays and must be returned by 4 PM to the Purchasing Office on the date that your org/house uses it.
Stop & Shop PeaPod Account

- The Office of Student Engagement has a PeaPod account with Stop & Shop.

- Organizations can use this account to order food from Stop & Shop.

- The order must be over $75 and there is a $17.95 delivery fee.

- Items are delivered directly to CC 106 and the organization’s contact person has 30 minutes to pick up the delivery.

- Orders should be placed in advance because they do not deliver every day.
Fall ORC Allocation Take Back

- During the month of January, any unspent Fall ORC Allocation (NOT fundraising money) will be taken out of your organization budget and given back to ORC. These funds become a part of the larger pool of money available to organizations in the spring for allocation for spring events.

- This does NOT apply to any group that is funded once a year OR any group that does not receive ORC funding.

- This does NOT apply to houses since they do not receive funding from ORC.
Questions or Concerns?

Our door is always open! Stop by.

Treasurer Support Services
Campus Center 106
sbcash@smith.edu
X2633