TREASURER’S MANUAL
2013-2014

Treasurer Support Services
Campus Center 106
x4988
sbcash@smith.edu
http://www.smith.edu/ose/orgs_treasurer-support.php
As a treasurer, your primary responsibility is to oversee the recording of all activities involving money and to let others in your organization know of any budgetary concerns – including income as well as expenditures. Your responsibilities also include the following:

Please take the ProProfs course on Treasurer Training. Once you complete the course, stop by CC 106 to pick up your Treasurer sticker.

- Those who do not take the course will not be allowed to process any transactions when Treasurer Support Services opens on 9/17/13.
- Keep accurate records of all money taken in and all expenditures.
- All receipts should be turned in within 30 days of the transaction.
- Reconcile your records to the College’s monthly reports (Reports are made available monthly at Treasurer Support Services).
- Make deposits at Treasurer Support Services in a timely manner.

All presidents and treasurers will have an ID sticker affixed to their One Card that will authenticate their position as president and/or treasurer. In order for treasurers/presidents to conduct any transactions at Treasurer Support Services, they must present their One Card with ID sticker. Organization/house presidents are only entitled to get an e-print of their organizations account.
The following account numbers are the most frequently used by students. Numbers beginning with 5 are for revenue/income; numbers beginning with 7 are for expenses. Treasurer Support Services can help you find an account number appropriate for your specific transaction if it is not listed below.

<table>
<thead>
<tr>
<th>Most Common Revenue Account numbers:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>58831 Ticket Sales</td>
<td></td>
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<tr>
<td>58905 Revenue</td>
<td></td>
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<tr>
<td>58907 Fund-Raising</td>
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<tr>
<td>58911 Vendor Sales</td>
<td></td>
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<tr>
<td>58914 Miscellaneous Sales</td>
<td></td>
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<tr>
<td>58916 Student Activities Fee</td>
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<tr>
<td>58918 Dues</td>
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</table>

<table>
<thead>
<tr>
<th>Most Common Expenses Account Numbers:</th>
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<tbody>
<tr>
<td>70908 Printing/internal</td>
<td></td>
</tr>
<tr>
<td>70950 Stu Org transfer</td>
<td></td>
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<tr>
<td>71011 Guest Speaker</td>
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<tr>
<td>71201 Services-Professional</td>
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<tr>
<td>71203 Services-Misc.</td>
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<tr>
<td>71217 Services – Audio/Visual</td>
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<tr>
<td>71501 Supply-Office</td>
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<tr>
<td>71738 Supply-Miscellaneous</td>
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<tr>
<td>72010 Duplicating</td>
<td></td>
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<tr>
<td>72020 Printing/external</td>
<td></td>
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<tr>
<td>72110 Subscriptions</td>
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<tr>
<td>72116 Publications</td>
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<tr>
<td>72202 Rental Equipment</td>
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<tr>
<td>72221 Film Rental</td>
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<tr>
<td>73002 Training</td>
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<td>73008 Workshops</td>
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<td>74001 Travel-Domestic</td>
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<tr>
<td>74103 Conferences</td>
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<td>74110 Field Trips</td>
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<td>74501 Entertain-General</td>
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<tr>
<td>74802 Telephone</td>
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<tr>
<td>74853 Postage</td>
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<tr>
<td>75001 Licenses</td>
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<tr>
<td>75101 Food</td>
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<tr>
<td>75115 Snacks</td>
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<tr>
<td>77001 Advertising</td>
<td></td>
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<tr>
<td>77101 Membership</td>
<td></td>
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<tr>
<td>77149 Ticket Purchases</td>
<td></td>
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<tr>
<td>77165 Lighting/Sound</td>
<td></td>
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<tr>
<td>77306 T-shirts/tote bags</td>
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Transfers:
• Please check transfer on the Accounts Payable Voucher Form to transfer funds from one Smith College organization/or Department to another. Org numbers are required for both organizations/houses/departments.
• Fill in reason for request (you should be able to answer who, what, when, where, and why). Account coding and authorized signature are also required.

Travel and Entertainment Expenses:
When submitting reimbursements for travel and/or entertainment expenses, student organizations need to complete the Student Organization Expense Reimbursement Report form available on-line at http://www.smith.edu/ose/orgs_treasurer-support.php

PLEASE NOTE: you do not need to complete a new reimbursement form for each expense. All reimbursements for one payee can be listed on the same reimbursement form.

Travel:
• The Student Organization Expense Reimbursement Report must be used when traveling on College business. Please refer to the Travel and Entertainment Policy located on the Controller’s Office web page http://www.smith.edu/controller/TravelPolicy.htm

PLEASE NOTE: mileage is only reimbursed for a personal vehicle. Gas is reimbursed for an SGA van/rental car. Smith College does not reimburse for travel within the 5 college area.

Entertainment:
• You should use the Student Organization Expense Reimbursement Report form for any off-campus entertainment or purchases. (i.e. movie and food purchase for movie night) Please refer to the Travel and Entertainment Policy located on the Controller’s Office web page http://www.smith.edu/controller/TravelPolicy.htm

Smith College Policy States:
We DO NOT reimburse ANYONE for alcohol expenses, parking violations, speeding tickets, or gift certificates/cards.

Payments:
When submitting invoices, contracts or transferring funds to another org, you need to complete the Student Organization Accounts Payable Voucher available on-line at http://www.smith.edu/ose/orgs_treasurer-support.php

Vendor Payments:
• The payee’s complete name, address and identification number MUST be provided. Smith College Students should use their ID. Vendors use their Smith Identification number can obtain it at Treasurer Support Services. Please do NOT put Social Security numbers on the AP Voucher.

• Conducting business with new vendors requires a Form W-9 be placed on file in the Payroll & Disbursements Office. Payment requests will be returned to the treasurer in cases where the W-9 is not presented. Treasurer Support Services can help determine if the vendor is new to Smith and the W-9 is required.

• Fill in reason for request (you should be able to answer who, what, when, where, and why). Account coding and authorized signature are also required.
• Attach original invoice/receipts. All supporting documentation (receipts, invoices, etc.) that is smaller than 8 ½ x 11 inches must be TAPEd to an 8 ½ x 11 inch sheet of paper. If an attachment is to be mailed with the check, please paperclip that attachment to the back of the request. If the attachment is also justification for the check request, paperclip the original to this request. No staples please!

• Check requests for vendors with contracts must have a copy of the Smith College contract attached to the request. There are two types of contracts available: one for Caterers, and another for General Performance. The contract request form is available on line at http://www.smith.edu/ose/orgs_planning.php

Please contact the Payroll and Disbursements Office for any payments to foreign individuals or organizations. There are very specific IRS and INS rules and regulations that the College must follow in regard to payments to nonresident aliens.

**For magazines, newspapers, & books only.** The Donald W. Tyler endowed fund will cover these costs incurred by each house up to $20 per resident (check with Student Affairs before ordering any magazines/newspapers.)

## DEPOSITS

### Deposits

When depositing monies to your student org, you need to complete the Cash Receipt Transmittal for any cash/coin and the Check Receipt Transmittal for any checks. Forms are available on-line: http://www.smith.edu/ose/orgs_treasurer-support.php

Instructions:

- Fill in the date, the org’s treasurer name & extension and the organization name in the upper left corner.
- For cash, use the Cash Receipts Transmittal form and fill in the cash amount of the deposit, the coin amount, and the total of deposit.
- For checks, use the Check Receipts Transmittal form and fill in the check amount and the total of deposit. List the checks that you are depositing (use separate sheet if necessary).
- Fill in the description of how the money was obtained.
- Fill in the accounting portion using the org number and the appropriate account number. Account number should begin with the number 5 which represents income.
- Have the treasurer approve the form at the bottom.

### General Information for Payment Requests

- Check requests normally take 10 business days to process.
- All checks are mailed to address provided on the payment request voucher.
- Please note that there will be NO CHECKS issued on the following dates due to holidays:
  - Friday, November 29, 2013 (Thanksgiving break)
  - Friday, December 27, 2013 (Winter break)

All payments to vendors/individuals are processed through the Accounts Payable office. A check will be printed and mailed to the payee’s address on file with the college. A student will be reimbursed by direct deposit to their personal bank account. If they do not have direct deposit, a check will be sent to students through the Mail Services. A student can elect direct deposit of reimbursements by completing the direct deposit form in the Accounts Payable section http://www.smith.edu/controller/DirDep.doc