Wittenberg University Student Senate Finance Workshop
Introductions & Overview

- Adan Hassan
  Student Senate Treasurer
Student Senate Funding Philosophy & Guidelines

- The Funding Philosophy establishes a broad set of guidelines to use when considering funding student organizations
The Mission

- The Mission of the Student Senate in funding organizations is to promote opportunities for development and education outside the classroom.
Expectations & Responsibilities of Student Senate Organizations

Must keep accurate records of all organizational income and expenses
- Jon and Sue can help answer questions about financial status

Must maintain sound fiscal polices, ensuring that their expenditures do not exceed their income

There are organizational penalties for overspending or misusing funds as well as individual penalties for misuse of funds
Fundamental Parameters of Funding

Funding may be given for items from which all students may benefit.

Funding may be given for food costs as long as it is presented as a public event on campus and is open to the greater Wittenberg Community.

Funding shall not be used for paid positions.

Funding may be given for conference fees if all students have the opportunity to participate.

Funding may be given for organization retreats if they are open to all students and clearly advertised as so.
Fundamental Parameters of Funding, Continued

Organizations may reallocate their funds without the approval of Senate as long as they adhere to the Philosophy of Funding of the Student Senate.

Student Senate funds may not be used to purchase alcohol.
Penalties

Student Senate has the authority to sanction organizations that misappropriate or overspend their allocated funds. Penalties for organizations include being placed on probation (Senate Observance), revocation of the right to reallocate, and prohibition from future funding. All sanctions will be removed when organizations do not go into debt for two successive semesters.

Just a reminder—money is accounted for and audits do take place.
Modifications to Funding Philosophy

Media Organizations may be allowed to hire paid professionals who are not affiliated with Wittenberg as consultants or advisors in order to avoid legal problems.

Student Government Organizations may receive funding to send their officers to conferences to broaden their skills/knowledge, establish connections with other schools, and to better serve the members of the Wittenberg Community.

Only Wittenberg motor pool vehicles may be used for transportation unless otherwise specifically approved by the Student Senate Finance Committee and the Director of Student Activities.

Purchasing of uniforms for any club must be specifically approved by Student Senate Finance Committee. Monies allocated for uniforms may not be reallocated within the organization’s budget. Uniforms must stay within the club.
Guidelines

Obtaining Funds From Student Senate

— New Club Recognition and Funding—
  • All student organizations must be “recognized” by Student Senate. For official recognition protocol, see Student Senate Organizational Registration Guidelines. Recognition of an organization does not guarantee funding. In order to receive funding, student organizations must adhere to the funding guidelines.

— Funding Process for Recognized Organizations—
  • All recognized organizations must attend a Treasurer’s Workshop in the fall semester or half of their fall allocation shall be revoked.
  • At the end of each semester, any allocated funds not spent roll back to the Student Senate general activities fund.
Budget Hearings

Organizations receive funding through Budget Hearings overseen by the Senate Finance Committee (Spring or Fall)

To be prepared for Budget Hearings:

– 10 copies of an itemized budget (be familiar with funding philosophies)
– 2 copies of member and officer list
– Goal and future outlook responses
– Be ready to briefly explain items in budget request

Finance Committee will communicate final allocation via email
Tiger Fund

**Rationale:** More efficient allocation of Student Activities Fees

**Purpose:** To provide funding for organizations to participate in or host larger-scale events that could not be formally committed to at the time of Spring Budget Hearings

- Examples- speakers, conferences, tournaments, etc.

All Organizations funded by Student Senate are eligible for the Tiger Fund

- Finance Committee will hold three Tiger fund hearings per semester
- A request form must be submitted to the Student Senate Treasurer prior to the date of your hearing
- Dates will be communicated via Student Senate Treasurer/listserve
Student Purchasing Authority

- Jon Duraj, Director of Student Activities
Purchasing Authority

How much money can you spend on your own, without asking for permission?

Presidents or treasurers of certain student organizations are eligible for purchasing cards:

– Purchasing cards enable the authorized user to make purchases up to $100/transaction (with a $500/month limit) on behalf of the organization.

Purchase Requisitions, Check Requests, and Contracts must be signed by an administrator.
Authorized Signers of Check Requests and Purchase Requisitions

Jon Duraj— all student organizations

Casey Stevens – all student organizations

Amanda Hummel/Dana Carnes/Krystal Dowdy/Ryan Masin— Hall governments

Carol Preston – Interfraternity Council, Panhellenic Council, fraternities and sororities

John Young– Concerned Black Students, Feminist Union, Gay/Straight Alliance

Faculty/staff advisors to student organizations are not authorized to sign purchasing paperwork.
Authorized Contract Signers

Jon Duraj—Director of Student Activities

Casey Stevens—Associate Dean of Students
Campus Catering Policy

- Jon Duraj, Director of Student Activities
Wittenberg University and Sodexo Dining Services have mutually agreed that Sodexo will be the sole provider of all food and related services for all events held on Wittenberg property.

All student organizations must use Sodexo Dining Services if they are providing any foods during meetings or activities on campus. The Catering office, 327-7032, will be happy to assist anyone planning refreshments, snacks or meals for a meeting or special event.
Purchasing Rules and Procedures

- Sue Apple, Coordinator, Accounting Services
- Karen Lotz, Buyer
Your Account Number:

8-32XXX-50311 for expenses
8-32XXX-49914 for income (deposits)
## Wittenberg University

**Detail Budget Status Report**

**Fiscal Year:** 2007

For Period 07/01/2010 Thru 06/30/2011

DEPARTMENT: 32021 - POLO CLUB/DVILBISS

### GL Account Details

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<tr>
<th>Date</th>
<th>Sc</th>
<th>Ref.No</th>
<th>Description</th>
<th>Allocated Budget</th>
<th>Revenue/Expenses</th>
<th>Unexpended Balance</th>
<th>Encumbrances</th>
<th>Unencumbered Balance/Port</th>
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**8-32021-30101** POLO CLUB/DVILBISS : FUND BALANCE

| Opening Balances --| 1,665.49- |
| Current Period Totals --| 0.00 | 1,665.49- | 1,665.49 | 0.00 | 1,665.49 |
| To Date Totals --| 0.00 | 1,665.49- | 1,665.49 | 0.00 | 1,665.49 |
| Future Totals --| 0.00 | 1,665.49- | 1,665.49 | 0.00 | 1,665.49 |
| Fiscal Totals --| 0.00 | 1,665.49- | 1,665.49 | 0.00 | 1,665.49 |

**8-32021-49902** POLO CLUB/DVILBISS : CURRENT YEAR APPROPR

| Opening Balances --| 1,150.00- |
| 07/30 JE J064724 | FALL 10 SENATE ALLOCATIONS |
| 01/02 JE J065531 | 11 SPRING ALLOCATION |
| Current Period Totals --| 2,800.00- | 3,050.00- |
| To Date Totals --| 2,800.00- | 3,050.00- | 250.00 | 0.00 | 250.00 |
| Future Totals --| 2,800.00- | 3,050.00- | 250.00 | 0.00 | 250.00 |
| Fiscal Totals --| 2,800.00- | 3,050.00- | 250.00 | 0.00 | 250.00 |

**8-32021-49914** POLO CLUB/DVILBISS : INCOME

| Opening Balances --| 10.00- |
| 11/02 PJ V0120143 | Bake Sale |
| Current Period Totals --| 0.00- | 10.00- |
| To Date Totals --| 0.00- | 0.00- | 0.00 | 0.00 | 0.00 |

**8-32021-50111** POLO CLUB/DVILBISS : EXPENSE

| Opening Balances --| 1,150.00 |
| 07/30 BU B005796 | FALL 10 ALLOCATN FR STUD SEN |
| 01/17 BU B005836 | 07 SPRING ALLOCATION |
| 11/02 PJ V0120143 | Wendy Knoll Polo Fields |
| 10/21 JE PC0000032 | KROGÉR #832 - POLO CLUB |
| 11/30 PJ V0120845 | American Polo Association Membership |
| 11/30 JE PC0000026 | JOANN FABRIC #0-POLO CLUB |
| 11/01 EF P0019780 | Wendy Knoll Polo Fields |
| 11/02 EF P0019780 | Wendy Knoll Polo Fields |
| 11/30 EF P0019946 | Council for Equestrian Stud |
| Current Period Totals --| 2,050.00- | 1,606.96- | 1,193.04 | 0.00 | 1,193.04 |
| To Date Totals --| 3,050.00- | 1,606.96- | 1,193.04 | 0.00 | 1,193.04 |
| Future Totals --| 3,050.00- | 1,606.96- | 1,193.04 | 0.00 | 1,193.04 |
| Fiscal Totals --| 3,050.00- | 1,606.96- | 1,193.04 | 0.00 | 1,193.04 |

**Totals for DEPARTMENT: 32021 - POLO CLUB/DVILBISS**

| To Date Totals --| 0.00 | 3,118.52- | 3,108.53 | 0.00 | 3,118.53 |
| Future Totals --| 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Fiscal Totals --| 0.00 | 3,118.52- | 3,108.53 | 0.00 | 3,118.53 |
A. Check Requests  
B. Purchase Requisitions  
C. Deposits  
D. Campus Services for Student Organizations  
E. Purchasing Cards
Check Request Form

Payable to: John Q Student  
Campus Box 4173  

Date: 01/10/11  
Social Security Number:  
Amount: $29.63  

Payment Description: Reimbursement for art supplies from Craft Lobby  
Special Instructions:  

Account(s) to be charged:  
8-11111-50311  

$29.63  
Person filling out form: Director of Student Activities  
Originator:  
Supervisor:  
Controller:  

See Back of Sheet for Additional Information  

© 2011 Wittenberg University Springfield, Ohio 45501
Purchase Requisition

**Vendor:** Smith’s Custom T-Shirts  
123 West Street  
Springfield, OH 45502

**Ship Attention to:** Student Activities/Polo Club

**Ship Via:**  
**Date Materials Deemed:** 12/17/08

**Departmental Remarks:** Please fax P.O. to (937) 705-1333

**Purchasing Remarks:**

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<th>No.</th>
<th>Quantity</th>
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<td></td>
<td>Black T-Shirts</td>
<td>8-11111-50311</td>
<td>8.00</td>
<td>600.00</td>
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<tr>
<td></td>
<td></td>
<td>“Polo Tournament 2010”</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>20 – S</td>
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<td>Shipping</td>
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**TOTAL:** $642.00

**Director of Student Activities:**  
**Date:** 10/10/10

**Polo Club**
Deposit Slip

INTER-OFFICE DEPOSIT

Date: Oct 10, 2007
Submitter name: Tracy Williams
Dept: Polo Club
Acct # to be credited: B-32021-49914

<table>
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<tr>
<td>TOTAL DEPOSIT</td>
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Deposit purpose or source: T-shirt sale
Campus Services

Motor Pool
- Authorized drivers
- On-line reservations
- $8/day and $0.50/mile

Copy Center
- Colored paper, black ink
- $0.043/page - 1 sided, white, up to 500 copies
- Cut, fold, hole-punch

PaperCut
- Monthly reimbursement through treasurer

Meter Mail
Purchasing Cards

Visa credit card
Responsibility for Use
Tax-Exempt
Statements
Receipts
Audits
Purchasing Cards, Continued

Do not use at gas stations.

Do not use at restaurants.

Gift cards may be purchased only when approved in advance. Tax implications.

– Contact Donna Picklesimer (dpicklesimer@wittenberg.edu).

Treasurer must turn in purchasing card in person at the end of his/her term.
Summary and Conclusion

- Jon Duraj, Director of Student Activities
- Adan Hassan, Student Senate Treasurer
Applications for Student Organization Purchasing Cards

- Susan Swank, Coordinator, Accounts Payable