Treasurer Training

2015-2016
Treasurer Support Services Hours

- **Monday-Friday**: 10 a.m. – 4 p.m.

- **Location**: Campus Center 106
  x2633

  Email: dgingras@smith.edu
  http://www.smith.edu/ose/orgs_treasurer-support.php
Submitting to Purchase Request

- All transactions (reimbursements, check requests, and internal transfers) are submitted through your organization/house site on the Social Network as a Purchase Request Form.

- Please refer to the YouTube videos on the Treasurer Support Service website for instructions on how to submit a Purchase Request form, find your org number and review your Purchase Request forms and budget.

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

- Please allow time 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, then stop by TSS with the original receipts and sign the paperwork.

- If you are the Treasurer and need 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. TSS will notify you should this happen.

- All receipts must be taped to an 8 ½ x 11 piece of paper (to allow for scanning). You can put multiple receipts 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.
Reimbursement Notes

- Reimbursements/payments MUST be processed within the fiscal year that they occurred. Past fiscal year expenses will not be accepted.

- Check requests 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! Acme Surplus and Green Street Convenience do not have itemized receipts, please list the items purchased.

- If you use an SGA van, we reimburse for gas; if you use your own vehicle, we reimburse mileage. Current mileage reimbursement is 54 cents per mile. Any changes to this amount will be posted on the Social Network, Treasurer Support Services.
Zip Car

- 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.
Making a Deposit

- All checks should be payable to Smith College, not your house or organization name.
- Separate your checks, cash and coin and bring into TSS. There is no paperwork that needs to be completed; however, you must stay at TSS until you and the teller agree on the amount you are depositing. Please leave plenty of time to do this!
- 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.
Types of Accounts

- **House account** – this is where house dues should be deposited. This money is used for things that stay with the house (kitchen supplies, microwave, games, decorations, or senior gifts). Any money in this account by June 30 rolls to the next fiscal year. If the account is in debt, the debt will roll to the next fiscal year. If you see parenthesis around a dollar amount ($120), that means the account is in debt.

- **House Social account** – the college gives each house $10 per student per semester for social activities that involve the entire house (an additional $2 per student per semester goes to the Campus Pool fund to which houses can apply for funds). Events must be open to everyone in the house, but everyone does not have to attend. For example, a gathering for only science majors would not be appropriate for the social fund, but the Senior Banquet, as long as everyone is invited, would be appropriate for the social fund.

- Money is the social account must be used by the end of June otherwise it is returned to SGA/Campus Pool. Any debt, however, will roll to the next fiscal year.
Types of Accounts (cont.)

- **Student Org accounts** – this is the account where all student organization payments and deposits reside. Only fundraising money will be rolled over to the next fiscal year unless the org is in debt. If the org is in debt, fundraising money will be used to bring the org out of debt. Any debt is rolled to the next fiscal year.

- Please try to use any fundraising money during the year it was raised so the students who raised the funds can enjoy it. Some examples of what fundraising money can be used for are food for a meeting for just org members, graduation stoles, senior gifts, etc.

- If you see parenthesis around a dollar amount ($120), that means the account is in debt.
ORC Funding Policies

- The Universal Funding Application can be found at:  
  [http://www.smith.edu/sga/funding_orc.php](http://www.smith.edu/sga/funding_orc.php)

  This form is used for ORC/Conference/Sawyer Funding requests.

  The deadline to submit the form is Monday at 5 p.m.

- Please review the ORC Funding Policies and make sure members of your organization are familiar with them. The policy can be found at the following website:

- Some of the important things to remember 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*

*you can use your org fundraising/house dues money for these items. See Gift Policy section for more details.
Campus Pool Funding

- House Communities are welcome to apply for additional funding through the Campus Pool. Every other week the Campus Pool committee meets and reviews requests for funding. The more inclusive and creative a program is, the more likely the Campus Pool Committee is to approve additional funding. Once 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. If you have questions contact Jessica Innis at che@smith.edu. The Campus Pool Funding Request form can be found at:

https://smith.collegiatelink.net/organization/reslife/availableforms
A contract is requested by creating an event in the Social Network and requesting a single or multiple contract. You will then be directed to the Contract Request Form. After you complete the form, the Office of Student Engagement (OSE) or Res Life (houses) will produce the contract and send to the vendor(s). Once the signed contract is returned to the OSE or Res Life, the Treasurer will be notified to stop by TSS to process payment.

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 they need to be reimbursed for hotel/travel expenses it should be written into the contract (for example, $800 for lecture fee and $100 for hotel).
Smith is tax-exempt

When you are making a purchase, let the vendor know that Smith College is an IRS registered 501(c)3 non-profit institution. This will allow you to waive any taxes. The link to the tax-exempt form is below.

Gift Policy

- The College would prefer you not purchase alcohol related paraphernalia (flasks, shot glasses). Check with TSS or Res Life (houses) prior to purchasing such items to confirm the policy has not changed.

- Senior gifts/gifts to employees - only tangible gifts valued less than $25 are allowed and do not have tax implications for the recipient. Gift certificates, gift cards or cash are prohibited. You would use your organization fundraising/house dues to purchase these items. ORC does not fund these items.

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

- Donations – under NO circumstance can organization/house funds be used to donate to a charity.

- Please donate with your own personal funds.

- Once you have all the donations, bring the donations to a local bank and get a cashier’s check which can be mailed to the charity. Do not deposit 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.

- Questions? Call x2633 prior to your fundraiser.
Credit Card for student orgs

- There is a credit card for **student organizations** to use in CC 106. The “Student Org” credit card cannot be taken out of CC 106 and there are a number of restrictions on the card. The card is available for use Monday-Friday from 10 a.m. – 3:30 p.m. Please bring your laptop. Only the Treasurer is allowed to use the credit card.

- There is a second credit card for **student organizations** that can be taken out of CC 106 to use for **last minute, local purchases**. The “Carry Out” credit card must be reserved 24 hours 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.** The Treasurer must complete paperwork when reserving the card and list the person within the organization who will be using the card. See Donna in CC 106 to reserve the card.

- Purchases with the credit card will be entered on the Social Network by the OSE.
Credit Card for houses

- There is a credit card for houses to use 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 on the day you would like to use it, contact:
- Donna in CC 106 x2633, student organizations
- Anna 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

- We have 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. The items should be ordered in advance because they do not deliver every day.
During the month of January, any unspent Fall ORC Allocation (which the exception of fundraising) will be taken out of your organization budget and given back to ORC for re-allocation during the spring.

This does NOT apply to Club Sports or Music Groups as they are 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.