

SANTOS MANUEL STUDENT UNION
CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
FINANCIAL POLICIES MANUAL

Purpose: The purpose of this manual is to outline overall Santos Manuel Student Union (SMSU) fiscal procedures, describe the budgeting cycle and process, and the mechanics of expending Student Union funds. This policy cannot cover all contingencies. For those occasions for which there is no guidance, those concerned are expected to use sound and reasonable judgment.

Scope: This policy applies to all SMSU personnel, and to all individuals and campus entities authorized to request SMSU funding on behalf of an individual or a group.

1. Budget Preparation and Control

a. Budget Defined

A budget is a financial plan for a fixed period of time. It consists of an orderly arrangement of fiscal data determined by computed estimates of revenue and expenditures.

b. Preparation of Budget

- (1) Time for Preparing Budget. The SMSU annual budget shall be prepared on a time line, which provides for two readings by the board of directors, signatures, review and approval by the University President.
- (2) Estimates of Revenue. The budget will contain a reasonable estimate of revenue from the SMSU fee. Other sources of revenue and reimbursements expected during the fiscal year must be included.

c. Estimates of Expenditures:

- (1) Functions. The budget will contain an itemization of expenditures by eligible function, and will include all eligible functions and programs approved by the SMSU as well as requests for new eligible functions or programs. The SMSU Board of Directors (SMSU BOD) must approve all new functions or programs prior to approving funding to support these new functions or programs.
- (2) Categories. The expenditures for each function will be appropriated by category and the amounts included in each category will be supported by line item detail.

The categories to be used will be (a) salaries and wages, (b) benefits, (c) operating expenses and (d) equipment.

- (3) **Operating Expenses.** Operating expenses will include amounts of services and supplies. Generally speaking, supplies will consist of consumable such as paper, pencils, computer diskettes, insurance, etc. In order to be classified as equipment, the item must function of and by itself and cost more than one thousand five hundred dollars (\$1,500.00) with a life expectancy greater than three (3) years. A system component, regardless of its cost or life expectancy, will not be classified as equipment.
- (4) **Line Item Detail.** The budget will contain such line item detail that it will serve as a guide in the control of expenditures. The total amount in each category will be supported by such line item detail, i.e., the category "Operating Expense" may include these line items: supplies and services, insurance, and building/equipment maintenance.

d. **Procedures:**

- (1) **Requests by Functions.** In the initial preparation of the budget, persons responsible for the function needing funds will submit a written budget request to the Executive Director. These requests must be prepared in sufficient detail (by function, category, and line item) to permit the compilation of the data. The information, if the information is available, on expenditures for the prior year will be shown for each function in a way that will allow easy comparison.
 - (a) **Definition of an Eligible Function.** Eligible functions are any and all functions of the SMSU.
- (2) **Review and Analysis.** After compilation of the requests, the Executive Director will review and analyze the budget. The Executive Director will present the request with the analysis and recommendation to the Finance and Contracts Committee. The originators of the request may present needed explanation, justification, or amplification to the Finance and Contracts Committee. The budget recommendations will then be forwarded to the board of directors for its consideration and action.
- (3) **Distribution.** After final approval by the board of directors, the budget will be transmitted to the Vice President for Administration and Finance and the University President for approval.

2. Accounting

a. **Type of Accounting Records**

The accounting records will be established by function and by expenditure categories within the function.

b. **Maintaining Accounting Records**

The accounting records will be maintained by the University Auxiliary Accounting Office. Sound accounting practices will be used, and the various State laws and rules governing the California State University will be followed. Substantiating documents, i.e., approved requisitions, purchase orders, invoices, and time sheets will be filed in the University Auxiliary Accounting Office so as to be available at all times for audit by independent certified public accounts, the Audits Division, State Department of Finance, and the Chancellor's Audit Staff.

c. **Chart of Accounts**

A chart of accounts will be compiled as needed by the Executive Director.

d. **Financial Report**

Quarterly expenditure and revenue reports will be prepared for each function area by the appropriate supervisor.

3. Authorized Signature Memo

An authorized signature memo is prepared by the Executive Director and is forwarded to the University Auxiliary Accounting Office. The memo will indicate the primary and backup signatures for each document authorizing the expenditure of funds. In signing documents for the preparation of purchase orders, performance contracts, and disbursement authorizations, it is desirable that no one signature appear more than one time on any document, however, the Executive Director is authorized to sign disbursement authorizations under \$1,500.00 (approved SUBOD 1-15-98) The purpose of this policy is to ensure that the widest possible scrutiny by management is afforded purchases from SMSU funds. Authorized signatures are updated as needed.

4. Purchases and Contracts from Santos Manuel Student Union Funds

a. Purchase orders will be prepared on-line through PeopleSoft.

b. Purchase Orders and Performance Contracts.

Upon receipt of an approved preliminary contract or appropriate request, SMSU Administrative staff will prepare the purchase order or performance contract for signature by the appropriate official in accordance with the "Authorized Signature" memo on file at the University Auxiliary Accounting Office.

c. Procurement Card Procedure

Procurement cards may be used to purchase SMSU goods consistent with the Procurement Card Procedures/Guidelines.

d. Bidding Policy

The Executive Director will prepare a Bidding Policy for review and approval by the Finance and Contracts Committee and the board of directors. This policy will be used in the procurement of all items which surpass the threshold dollar amount approved by the SMSU BOD in the Bidding Policy.

e. Penalties

Any individual who makes a purchase or contracts for a service in the name of the Santos Manuel Student Union without following the prescribed procedure will be held personally liable for the obligation.

5. Receipts and Control of Equipment and Supplies

a. Procedures

Upon receipt of the equipment or supplies ordered, or upon completion of the service in accordance with the purchase order or contract, the Associate Director for Operations will be so informed. In the case of a service pursuant to a purchase order or contract, the appropriate individual will certify that the service has been completed in accordance with the terms of the purchase order or contract, and forward such certification to the Associate Director for Operations. Until such certification is received, the invoice will not be paid.

b. Property Control

(1) Property Usage: Equipment owned by the SMSU will be used only for valid SMSU activities, unless approved otherwise by the Executive Director or designee.

(2) Property Records: A master file of equipment owned by the SMSU will be kept at the SMSU Administrative and the University Auxiliary Accounting Office. The file will indicate what location, individual or function has the custodial responsibility.

(3) Property Tags: All equipment owned by the SMSU will be tagged with a property number indicating its ownership.

- (4) Check-Out Logs: All equipment must be checked out on a check out log which will indicate: date taken, date returned, by whom, organization, etc. All persons or organizations not part of the SMSU structure must sign a contract claiming liability for any and all SMSU equipment checked out.
- (5) Capital Equipment: Capital equipment is defined as equipment which costs more than \$1,500.00 per item and is placed in inventory
- (6) Disposal of Capital Equipment: All capital equipment must receive SMSU Board of Directors' approval before disposal. Disposal methods may include:
 - (a) Public sale or auction
 - (b) Donation to a charitable organization
 - (c) Scrapping

6. Handling of Cash Receipts and Disbursements

a. Cash Receipts

- (1) All monies collected will be deposited with the Bursar. All monies will be picked up by the courier weekly and taken to the Bursar for deposit. All checks and cash will be stored in the safe in the Administrative office until such time as they are turned over to the courier.

b. Cash Disbursements

Checks will be issued by the University Auxiliary Accounting Office for SMSU expenses upon submittal of approved documents.

7. Salaries and Wages

- a. In the case of salaries and wages, the payroll document will be the payroll designation form appointing an individual to a previously established position. This document must be signed by the function supervisor. Eligibility of student assistant employees must be certified by the Executive Director or designee.
- b. All non-student employees, whether full-time or temporary, must complete the necessary W-4 forms at the University Auxiliary Accounting Office before beginning their employment. Student employees must complete all necessary paperwork at the SMSU Administrative office. No paychecks will be issued to any employee who has neglected to complete the necessary forms. Employment records and time sheets will be kept by the SMSU Administrative Office.
- c. Semi-monthly time sheets must be kept on all employees. At the end of the payroll period, the time sheets must be properly signed by the employee and

approved by a designated supervisor and forwarded to the University Auxiliary Accounting Office so that paychecks may be issued.

- d. Effective November 1, 2008 stipends are no longer considered as non-compensatory, therefore, they are not regarded as scholarships and will not be reported to the Financial Aid Office. Stipends are compensatory and taxes are being withheld and reported annually to the IRS via a W-2 forms.
- e. Students and regular employees may pick up their paychecks pursuant to the annual pay schedule at the office of the Bursar upon presentation of appropriate identification.
- f. Management and non-management staff, excluding student staff, have the option to select direct deposit for their pay.

8. Disbursement Authorizations

Upon receipt of (1) a proper invoice from the vendor or contractor, and (2) either the notice that stock has been received or the certification that the service has been satisfactorily completed, SMSU staff will prepare a disbursement authorization for signature by the appropriate official in accordance with the "Authorized Signature" memo on file at the University Auxiliary Accounting Office. The University Auxiliary Accounting Office will then issue a check.

9. Petty Cash

A petty cash fund not to exceed \$200.00 has been authorized. It shall be in the custody of a responsible employee of the SMSU or the University who will be known as the Custodian. The Custodian shall be financially responsible for the fund and for any loss unless relief of accountability is granted by the SMSU Board of Directors.

10. Change Funds

- a. Change funds are to be used only for the purpose of convenience of giving change at specific functions and/or providing change in the Gameroom. Change funds are not to be used for expanders of any kind.
- b. Authorized individuals who will be held financially responsible will be designated as Custodians of the appropriate change fund. A check will be issued to the designated custodian. The change funds will be subject to audit at any time during the life of the fund. The custodian will be responsible for the return of the change fund at the conclusion of each event, or at a designated time, but no later than the end of the current fiscal year.

11. Travel Expense

- a. Prior to commencing travel on SMSU business, all officers, employees, or volunteers must have the proper authorization from the Executive Director. A cash travel advance may not exceed 80% of the total amount requested.
- b. At the conclusion of the travel, a Travel Expense Claim form must be completed within two weeks and turned in to the University Auxiliary Accounting Office together with any unexpended travel advance funds, if appropriate.
- c. The allowances for SMSU travel cannot exceed those currently outlined in the SMSU Travel Policy unless approved by the board of directors.
- d. Further travel expense details are found in the SMSU Travel Policy.

12. Signature on checks

Checks must be signed by the proper CSUSB official. Checks for amounts of \$15,000 or over must be signed by two CSUSB officials.

13. Filing Documents

All documents used by the University Auxiliary Accounting office regarding SMSU accounts will be filed and kept in the Accounting office until the yearly audit. After the audit they should be kept on file for three years. After three years, documents except personnel records, including time sheets and personal tax records, and nonprofit organization-related filings, may be destroyed.

14. Banking, Investment and Reserve Policies

a. Savings Accounts

By resolution of the board of directors, and approval of the University Vice President of Administration and Finance, funds may be withdrawn from the Cash Trust account and deposited in a savings account at a banking institution authorized by the Accounting Office. Normally, the authorization should apply only to the funds that are to be held in reserve for specific purposes.

b. Investments

The Board of Directors may, by resolution, and approval of the University Auxiliary Accounting Office authorize the investment of funds that are temporarily surplus. Investments must be restricted to the following:

1. Savings accounts in National or State Banks insured by the FDIC.

2. Time-open accounts in National or State Banks insured by the FDIC
3. Federal Treasury Bills.
4. State approved Savings and Loan, insured by FDIC.
5. Surplus money investment fund State Treasury.
6. Local Agency Investment Fund (LAIF).

c. Reserves

Establishment, maintenance and replenishment of local reserves and reserves held in the State Treasury are outlined in the SMSU Reserve Accumulation Policy.

15. Discrimination

The Santos Manuel Student Union shall not knowingly do business with any establishment that has shown to discriminate on the basis of race, religion, sex, or disabilities. (Approved by the Student Union Board of Directors, March 16, 1995)

16. Generated Revenue

a. Definition of Generated Revenue

Generated Revenue is all revenue and income derived from any proceedings, function, production, or other fund raising event, which has been funded with SMSU funds, either wholly or in part.

b. Revenue Generated by SMSU funds.

All revenue generated by the use of SMSU funds, excluding funds deposited to SMSU accounts, for any portion of the function shall be deposited to an SMSU revenue account. Said SMSU revenue may be designated specifically as the SMSU revenue account for that event.

c. Allocation of Generated Funds in SMSU Revenue Accounts.

Funds held in revenue accounts may be transferred to program generated accounts according to standard accounting practice and/or SMSU budget notes.

17. Subleases/Contracts/Agreements

All SMSU subleases, contracts and agreements must have all appropriate approvals and signatures in place to be considered valid. All business arrangements between the SMSU and vendors must be supported by fully executed and completed written agreements.

Subleases must receive SMSU Board of Directors' approval. Once SMSU BOD approval is received, the sublease will be sent to the lessee for signature. Once the lessee's representative has signed the sublease, it will be signed by the Chair of the Santos Manuel Student Union Board of Directors. The final signature for approval of the sublease is required from the University President or designee.

18. Liability

The Santos Manuel Student Union will not assume liability for individuals or organizations that purchase items or contract with individuals for services if the proper procedures have not been followed.

Approved SUBOD 1-19-95
Revised SUBOD 3-16-95
Revised SUBOD 1-16-97
Revised SUBOD 1-15-98
Revised SUBOD 4-15-00
Revised SUBOD 11-2-00
Revised SUBOD 1/17/02
Revised SUBOD 12/4/03
Revised SMSU BOD 11-9-06
Revised SMSU BOD 11-8-07
Revised SMSU BOD 11-13-08