

**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
ADMINISTRATION OF STUDENT ORGANIZATION FUNDS**

**Interim Policy – Effective Immediately**

<b>Subject:</b>	<b>ADMINISTRATION OF STUDENT ORGANIZATION FUNDS</b>
<b>Date Issued:</b>	<b>December 15, 2015</b>
<b>Effective Date:</b>	<b>January 1, 2016</b>
<b>Implementation Date:</b>	<b>July 1, 2016</b>
<b>Initiating Entity:</b>	<b>President</b>
<b>Affected Entities:</b>	<b>Campus Administration and Registered Student Organizations</b>
<b>Responsible Entity:</b>	<b>Vice President for Administrative Affairs or designee</b>
<b>Revisions if any:</b>	<b>None</b>

This Policy is issued by the University President, pursuant to the California State University Policy ICSUAM 1401.00 and in accordance with California State University Executive Order 1068. It concerns the administration of student organization funds.

**100 – Overview**

Student Organizations are established in accordance with CSU EO 1068. Student Organizations generate funds through a variety of methods including, but not limited to, dues, prizes/awards from competitions, and fund raising. Monies collected in the name of the student organization for its activities must be used exclusively for the purpose of furthering the student organization’s goals and objectives. ICSUAM 1401.00 is the CSU policy that governs the administration of student organization funds.

**200 – Authority**

Per EO 731, the campus Chief Financial Officer (CFO) is responsible for the business and financial affairs of the campus including student organizations. Per EO 1068, it is the responsibility of the Vice President of Student Affairs (VPSA) to oversee the chartering and recognition of student organizations.

### **300 – Funds Administrations**

1. With the approval of the university President in accordance with campus policy as determined by the campus CFO in consultation with the VPSA, all funds/monies of student organizations shall be held in campus accounts as follows:
  - A. Associated Students, Incorporated administers registered student organization funds and Club Sports funds via agency accounts
  - B. Cal Poly Pomona Foundation accepts donations to student clubs sanctioned by the University per our Master Operating Agreement
2. Cal Poly Pomona does not allow student organizations to maintain off-campus bank accounts. Exceptions to the on-campus banking rule and other funds administration rules may be granted by the campus CFO.
3. Student organizations having a separate legal status granted by the state/federal government and maintaining a bank account outside the university must submit a written request to the CFO providing the legal name of the organization, the tax ID number, the bank name, branch address, and bank account number of the organization. For student organization without a separate legal status, an exception to the on-campus banking rule will only be granted for unusual and fully documented special circumstances as determined by the campus CFO.
4. Student Organization accounts cannot be used to hold funds on behalf of other student organizations. Funds may be held by a student organization on behalf of another external organization only on a temporary basis in conjunction with a fundraising event where a check for the proceeds will be issued to the outside organization. For example, a student organization has a fundraiser for the American Red Cross where funds will temporarily remain in the student organization's account until the net proceeds from the event are reconciled and a check request is submitted to remit the funds to the Red Cross.
5. Revenue and expenses are to be recorded by the University or Auxiliary authorized by the University President to administer student organization funds. The university records in the legal books and the auxiliary records in the Auxiliary financial records.

### **400 – Cash Handling**

The collection of cash and cash equivalent by registered student organizations must follow rigorous internal control and record keeping procedures according to the University or authorized Auxiliary Financial Account Standards. All campus policies and procedures related to the handling and processing of cash and cash equivalents should be followed, considering relative risk (i.e. value, repetitiveness of transactions, etc.), to ensure assets are protected, accurately processed, and properly reported.

### **500 – Responsibilities**

The university CFO is the primary responsible campus official to assure administrative compliance by and fiscal oversight of campus auxiliary organizations. The responsibility of accounting support services are delegated by the university to the auxiliary organizations as listed under Section 300-1. The student organization's Treasurer and President are responsible

for the financial solvency of their organization, including fiscal or financial liabilities arising from the organization's private programs or events that are not officially registered with and/or sanctioned by the university or its auxiliary organizations.

#### **600 – Student Organization Funds Administration Agreement**

Each student organization account administered by the university or authorized auxiliary organizations must have a current student organization funds administration agreement on file with both Student Affairs and the campus tax coordinator or the Auxiliary coordinator, respectively. Elements that must be included in the agreement are:

1. Source and purpose of funds collected and expended;
2. Approval of expenditures;
3. Types of expenditures not deemed appropriate;
4. Documentation requirements;
5. Types of program support (i.e., fund raising activities) appropriate for the generation of revenue;
6. Guidelines for program support and philanthropic activities;
7. Fees to be charged for use of any cash handling services;
8. Interest to be earned;
9. Sanctions to be imposed for cash handling policy violations in accordance with the university policy;
10. Annual training of student organization Treasurers in fiscal responsibility;
11. Disposition of funds in the case where the student organization is disbanded

#### **700 – Tax Implications**

The university CFO is responsible for ensuring all IRS guidelines are followed for funds deposited in either a university or authorized Auxiliary account. All program support to student organizations will be received and deposited by the authorized Auxiliary. Student organizations are responsible for fiscal or financial liabilities arising from their private programs or events that are not officially registered with and sanctioned by the university or its auxiliary organizations.