

# Recognized Student Organization Financial Guidelines

All recognized UNL Student Organizations are required to deposit all funds with Student Organization Financial Services (SOFS).

**University of Nebraska-Lincoln Bylaws (Section 4.3.2)** The Vice Chancellor for Student Affairs shall designate a person to receive and act as custodian of all monies collected by or paid to such student organizations as are designated by the Chancellor. The Vice Chancellor for Student Affairs in cooperation with the Vice Chancellor for Business and Finance shall issue appropriate rules and regulations to ensure the proper accountability of such funds and shall have the authority to audit or have audited these funds.

## Treasurer's General Responsibility

Immediately after assuming office the organization must complete an **Annual Review Form (ARF)**, which serves as a signature card authorizing the treasurer, president and adviser to sign for the organization's account. This must be done each time the organization has a change in treasurer, president or adviser. The completed ARF should be delivered to the Student Involvement Office by either the president or treasurer. A brief orientation will be given when the ARF is submitted.

It is the personal responsibility of the organization's treasurer to account to the SOFS Office for all funds of the organization and fiscal records related to the organization's activities. The treasurer must maintain a detailed account of all business activities. These records should be retained by the organization for a period of seven years.

## Statement of Account

A statement of account may be requested at any time from the SOFS Office.

At the end of each month a statement of the student organization's account activity is sent to the organization officers if there has been activity during the month. This statement will show disbursement from and receipt to the account during the current fiscal year. SOFS accounting is maintained on the same fiscal year as the University's, which is July 1 through June 30.

It is the responsibility of the treasurer to reconcile this monthly statement with the organization's records as soon as possible after the receipt of statement. If a treasurer has difficulty reconciling a balance, they should not hesitate to contact the SOFS Office. It is not too difficult to retrace a month's activity, but it gets more difficult to reconcile or reconstruct several month's' activity if the treasurer has not reconciled monthly.

## Annual Account Balance Confirmation

To meet this audit requirement, SOFS will send an annual Account Balance Confirmation electronically on an annual basis along with your June Statement showing the activity for the entire fiscal year. The treasurer and adviser should check these confirmations with your balance as of June 30 and any discrepancies should be reported within 60 days.

If the treasurer's records match the SOFS balance, the adviser, president or treasurer should respond via e-mail or in person to the SOFS Office within 60 days of receiving the account balance confirmation notice stating that the organization's account balance **does** or **does not** agree with the SOFS balance as of June 30 of the confirmation year.

If SOFS does not hear from your organization within 60 days after sending the Account Balance Confirmation, your organization will be placed out of compliance. While out of compliance an organization will receive no Recognized Student Organization benefits. Your organization will remain out of compliance until the Account Balance Confirmation is complete.

## **Audit Procedures**

The annual Account Balance Confirmation process does not eliminate the possibility of organizations' account records being reviewed and audited by the University at any time. It is required that, upon notification, organizations shall submit to the SOFS Office all records, including record books, deposit receipts and contracts for the previous seven years. Should an organization become temporarily inactive, the records may be stored in SOFS, subject to recall by the organization's officers.

## **Expenditures**

General policies governing expenditures by student organizations from Student Organization Financial Services are determined by the committee specified under Regent's Rules. The policies are based upon sound business practices and general audit requirements.

- \* Expenditures for the necessary expenses incurred in carrying out the expressed and approved aims and purpose of the organization as set forth in its constitution shall be deemed proper.
- \* Organizations sponsoring subscription events such as shows, dances, etc., should adjust admission prices so as to avoid deficits or excessive profits.
- \* According to University purchasing policy, disbursements for the purchase of alcoholic beverages are allowed when their use is for the purpose of research, patient care, food services (cooking), or instruction. Such use must be noted on the payment document). Disbursements covering the purchase of alcohol are prohibited unless approved by the Vice Chancellor prior to the event.

The SOFS Office is authorized to scrutinize all requests for expenditures and to approve or reject vouchers in keeping with above rules or policies, subject to appeal to the committee specified under Regent's Rules.

## **Payment Request Voucher – Payment of Bills by Check**

All expenditures are to be paid by checks drawn against Student Organization Financial Services after presentation of:

- a **Payment Request Voucher**;
- appropriate supporting documentation (i.e., invoice or detailed receipt, performance contract with W9 income tax form).

## **SOFS Office Notes on Required Documentation**

SOFS requires detailed/itemized receipts for documentation when a reimbursement is requested. Please remind your members to ask for a detailed receipt when making purchases for your organization.

The following are examples of supporting documentation:

- detailed cash or sales receipts or invoices (including internet orders, i.e., screen prints of the details of the internet purchase including prices, taxes, handling charges, delivery charges and the total expenditure);

- packing slips *only* if the dollar amount of the transactions is present and detailed purchase prices are included;
- subscription forms or dues statements;
- conference registration forms;
- restaurants, grocery stores, department stores must have itemized listing of each item purchased.

The check may be picked up in the SOFS Office or mailed by the SOFS Office at the request of the student organization as indicated on the Payment Request Voucher.

### **Payment Request Voucher Signatures**

The adviser *must* sign all Payment Request Vouchers. The treasurer or president of the organization must also sign each Payment Request Voucher. However, for internal control purposes the following signature combinations must be on the Payment Request Voucher when a payment is made to an individual with account signature authority:

- Payment made to the adviser (organization only has one adviser): The following TWO signatures must be on the Payment Request Voucher:  
     President's Signature  
     Treasurer's Signature
- Payment made to the president: The following TWO signatures must be on the Payment Request Voucher:  
     Adviser's Signature  
     Treasurer's Signature
- Payment made to the treasurer: The following TWO signatures must be on the Payment Request Voucher:  
     Adviser's Signature  
     President's Signature

All Recognized Student Organization events must be registered through Student Involvement. If an event is not properly registered, SOFS may not be able to make payments requested by your organization related to the event. Without properly registering an event you may not have all the necessary tax forms required.

Checks will be available generally within the next business day. Payment Request Voucher's submitted after noon will generally be available the next business day after noon. When payments are necessary at a specific time or date, as in the case of dance bands, the organization treasurer should arrange to obtain the check from SOFS 48 hours in advance of the date needed.

### **Requirements for Gift Card Purchases**

The purchase of gift cards to purchase items is not permitted, as this could be used to circumvent the expenditure authorization system (e.g., purchasing VISA cards to purchase items such as alcohol).

When presenting a Payment Request Voucher for purchase/reimbursement of gift cards, the following must be provided to the SOFS Office:

- detailed receipt for the purchase of the gift cards;
- flyer or other documentation outlining the event when the gift card is being distributed including the event date;

- if the recipient receives a gift card for \$50 or more a W9 will need to be completed by the recipient and submitted to the SOFS Office;
- a list of all recipients of gift cards distributed during the event.

Please see [Gift Card Guidelines and Instructions](#).

## Deposits

An organization member shall deposit all organizational monies to the SOFS Office within 48 hours after collection or 24 hours for larger amounts. **Note: Expenses should be paid with an organization check and *not* out of monies collected.** The deposit must be presented with a properly completed SOFS [Deposit Form](#). A receipt will be given and should be retained by the treasurer as a permanent part of the organization's records.

Checks made payable to a student organization should bear the organization name of record. All checks deposited must be endorsed on the back with the organization's SOFS account number.

**Drop Box.** A drop box is available at the Welcome Desk at City Campus Union. A Deposit Form must be completed along with the deposit. A receipt of deposit will be e-mailed to the organization within one business day.

## Cash Boxes

Cash boxes are available and may be checked out by an organization on a short-term basis for special events. If a cash box or key is destroyed or lost, a charge will be assessed to the organization for the cost of replacement. Included in the cash box is a counterfeit money detector pen. It is recommended that the organization utilize this pen on all twenty dollar bills or larger. Instructions are included with the cash box.

## Tax Filing

A Recognized Student Organization *is not* automatically tax-exempt and is not included in the University's tax-exempt status. If student organizations meet specific criteria (some of which are provided below) they are required to obtain their own federal identification number and complete the necessary forms to obtain and maintain tax-exempt status.

- *Income Tax*  
In general, organizations that acquire receipts and revenues of more than \$5,000.00 in any one fiscal year are required to file for and maintain tax-exempt status. If an organization receives receipts and revenues of more than \$5,000.00 in any one fiscal year, the Internal Revenue Service (IRS) requires that the student organization submit Form 990, an annual informational return. The overall responsibility for the items stated above is that of the student organization. Failure to comply with Internal Revenue Service rules and regulations may result in significant fines. Please feel free to contact the SOFS Office for assistance. See link for further guidelines – [IRS Compliance](#).
- *Sales Tax*  
It is the student organization's responsibility to determine the sales tax liability, if any, related to the amount deposited. The SOFS Office will remit this amount to the Nebraska Department of Revenue. Use tax must also be collected for purchases in which no sales tax has been collected, including on-line purchases.
- *Payroll Tax*

SOFS also provides organizations with payroll services, including completion and filing of federal and state payroll tax forms. If an organization compensates individuals for services, the treasurer should inform the SOFS Office. Payroll taxes related to this compensation may need to be withheld and other federal and state licensing/reporting requirements may be necessary.

Note: Sales and payroll taxes are not exempted by federal income tax exemptions. There is a general misconception that if an organization is exempt from federal income taxes, it is exempt from other taxes, i.e., state sales taxes. Please direct any questions about tax issues to the SOFS Office. The SOFS Office will provide assistance in determining the taxable amount when needed.

Please see the [SOFS Sales Tax Determination – Taxable](#) and [SOFS Sales Tax Determination Nontaxable](#) guidelines.

## Raffles

- *Registration*  
All raffles must be registered with the Student Involvement Office. This is to ensure that students are informed about state laws regulating raffles. Each student organization must file a completed Event Planning and Registration Form (EPR) and Raffle Authorization Form with all required signatures before ordering or selling raffle tickets.
- *State Law*  
According to state law, all raffle proceeds must go to a charitable organization or be used for community betterment purposes such as donations, scholarships, speakers, etc. The law states that gross proceeds must not exceed \$5,000.00 and that gross proceeds may be used solely for charitable or community betterment purposes, awarding of prizes to participants and operating costs. To qualify for a raffle, 100 percent of the prizes to be awarded must be merchandise prizes not redeemable for cash.
- *Additional Raffle Regulations*  
Raffle regulations include Ticket Regulations, Pre-Sale Audit, Post-Drawing Regulations and other requirements based on the particular aspects of a given raffle. For the most current detailed information contact Student Involvement or the City SOFS Office.

## Additional Services Available

For Recognized Student Organizations many of the University's services become available through the organization's SOFS account. Most of the time, these services can be provided at a lower cost to the organization than if they were contracted to off-campus services. These services include:

- Audio-visual library and services: Films, slide projectors, VCR's, movie projectors and operators, and video tape language translation program.
- Data processing and computer center: Mailing lists, labels, vote tabulations and IBM cards.
- Mail and Distribution services: Freight and package receipt and delivery, quantity mailing of properly prepared mail through the University meter.
- Photography Services: Photographic productions for special events, portraits, group pictures, prints, supplies in quantity, art services and posters.

- Printing services: Letters, envelopes, stationary, pamphlets, invitations, membership cards, award certificates, brochures, tickets and copy services.
- Telecommunications: Telephone installations, WATS line usage for long distances (strictly limited).
- NU Police: Off-duty officers for event security.

In order to access the above University services, the organization's president, treasurer or adviser must contact the SOFS Office for appropriate billing information. A requisition may be obtained at the SOFS Office countersigned by SOFS staff approving the charge for the service.

This UNL internal charge for the service will be made against the SOFS general student organization charge account, usually referred to as the "X-account", which is a SOFS account in the University's Accounting Department. SOFS will in turn deduct the amount from the respective organization's account.

Since billing is delayed, it is important that an approximate cost for these services be obtained at the time of procurement. The treasurer must consider this amount as an encumbrance against the organization's account to allow for adequate funds to cover the bill when it arrives. When the department has completed the job or filled the order, the organization will see the charge on their monthly statement. The SOFS Office maintains a hard copy backup of the internal charge. SOFS reserves the right to place an encumbrance on any account because of outstanding requisitions.

## **Notary Public**

SOFS has a notary public service available at no charge to students and student organizations.

## **Student Organization Investments**

Organizations can earn interest on their idle funds. The investment of such funds in an insured interest bearing account can increase student organization income. The following procedures must be followed prior to opening an investment account.

- Determine the cash flow for the student organization financial needs for a quarter (three months). After figuring the income and expenses for the quarter, the organization will be able to determine if it has enough money to invest.
- All Financial transactions before, during and after the investment must be handled through the student organization account in the SOFS Office.
- Draw a Payment Request Voucher against the organization's account for the desired amount to invest made payable to the bank or savings and loan institution where the money is to be invested.
- The opening of the account will be handled through the SOFS Office. The investment (certificate of deposit, passbook account, etc.), will be made out to the organization c/o Student Organization Financial Services; 200 Nebraska Union; PO Box 880455; Lincoln Nebraska, 68588-0455. The savings certificate or passbook will be held in the office for safekeeping.
- An investment ledger for the student organization is maintained in the SOFS Office to record all activity related to the investment and becomes part of the organization's permanent record.
- When withdrawals from the investment are required the organization must complete a Payment Request Voucher. Upon receipt of the Payment Request Voucher, the SOFS Account Manager will withdraw the requested funds from the investment account and deposit them in the student organization's general SOFS account.

## **Insurance**

## **1. General Liability Insurance – On-Campus Events**

The University has general liability insurance which provides coverage for claims of bodily injury and property damage against the University arising out of the negligent actions of the insured party. RSO Faculty and Staff Advisers are Insureds under the University policy which also covers them for their service to RSOs. However, Registered Student Organizations (RSO's) and their individual members are not covered by the University's general liability insurance.

While RSO's do not have general liability insurance coverage from the University, the University does not require RSO's to purchase additional insurance for most of their on-campus activities. Except for those noted under section #2 (On-Campus Events Requiring RSO's to Purchase Liability Insurance)

On-Campus activities that do not need additional insurance include:

1. Group meetings.
2. RSO sponsored concerts attended by University students (Entertainers must have liability coverage).
3. All RSO meetings and events within student union facilities (Nebraska Union, Nebraska East Union, Jackie Gaughan Multicultural Center and outdoor spaces adjacent to the unions).
4. Campus space reservations.
5. RSO on-campus events and programs intended for and attended by University community and students.

## **2. On-Campus Events Requiring RSO's to Purchase Liability Insurance**

While the University does not require additional liability insurance for most on-campus activities, the University does require RSO's to provide a certificate of insurance in order to conduct the following types of activities on campus:

1. Athletic events including 5K or Fun runs;
2. Activities or events to which the general public is the primary audience;
3. Activities involving the use of amusement devices (e.g., rides, slides, inflatables, bungees, climbing walls, dunk tanks);
4. Activities or events which involve animals;
5. Activities determined by Student Involvement and the UNL Risk Management Office to be a potential risk to the University or its students, faculty or staff members;
6. Sports Clubs and similar organizations need to obtain their own general liability coverage (Your governing body may be a source for such coverage).

Where insurance is required, RSO's will be required to provide a certificate of insurance in order to conduct events at University facilities. In these cases, insurance requirements for RSO's must be consistent with the terms of the University of Nebraska-Lincoln's agreement with other third-party users of University space.

To conduct excluded activities in University facilities, RSO's must provide proof of general liability insurance coverage (i.e., a certificate of insurance) covering that organization's event, naming the Board of Regents of the University of Nebraska as an additional insured and evidencing coverage with a limit of not less than \$1,000,000.00 combined single limit for bodily and personal injury and property damage. The University has a Tenant User Liability Program where a RSO can purchase the liability coverage for the events on-campus. To get information on this program, please contact the UNL Risk Management Office.

## **3. Coverage for Off-Campus Activities.**

1. In addition to not being covered by the University for their on-campus activities, RSO's and their individual members are not covered for liabilities arising from their off-campus activities by any University general liability insurance. The University recommends that RSO's consider purchasing their own general liability insurance coverage for their off-campus activities. While the University cannot provide this coverage, other insurance agents may be able to provide coverage for your organization.
2. Travel insurance is required for all trips where University of Nebraska-Lincoln students participate as a Recognized Student Organization (RSO) beyond a ten-mile radius of the campus. Insurance is not required but is available and may be purchased for travel/events within a ten-mile radius of the campus if requested. Student travel sponsored by Recognized Student Organizations (RSO's) must be approved in advance by the RSO's adviser and Student Involvement. Approval from Student Involvement is established through the Event Planning Registration (EPR). RSO travel always requires an EPR form and travel insurance regardless of the destination or type of transportation.

All students traveling officially for the University beyond a ten-mile radius of the campus must be covered by a minimum of \$30,000.00 accidental death insurance and \$2,500.00 of accidental medical insurance. The University offers this amount of coverage to RSO's for \$0.25 per UNL student per day. These funds can be deducted directly from the RSO's Student Organization Financial Services (SOFS) account. **Student Field Trip Forms** that list the name, emergency contact information and the NU ID number of the students traveling are available from the SOFS Office or Student Involvement. The RSO needs to complete and return the insurance form to the SOFS Office at least two business days before RSO members depart. If the RSO is renting a vehicle from University Transportation Services, one copy of the Student Field Trip Form needs to be taken to Transportation Services when picking up a rental vehicle.

#### 4. Compliance with Insurance Requirements

Where necessary, RSO's shall be responsible for securing necessary liability insurance coverage to conduct activities using University facilities that are excluded from the General Liability Insurance program provided by the University.

Student Involvement and the UNL Risk Management Office shall provide educational support addressing risk management and insurance issues and shall provide current information regarding insurance coverage options in conjunction with annual registration.

Proper registration of an event or activity by a Recognized Student Organization with the Student Involvement Office insures the organization under this policy. **FAILURE TO REGISTER AN EVENT MEANS THE ORGANIZATION IS NOT INSURED.** For more information contact either SOFS or Student Involvement.

### Questions

Please do not hesitate to call or visit the Student Organization Financial Services Office for specific information and assistance with all student organization financial needs. Please feel free to print out a copy of the **Recognized Student Organization Financial Guidelines**.