

Fort Hays State University

“Organization”

Policies & Procedures

SAMPLE

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Bank Account

- All money must be deposited with Student Fiscal Services. Refer to Record Cash Sale policies and procedure at <http://www.fhsu.edu/sfs/departments/>

Dues

- Maintain a spreadsheet of all members with the amount and date paid
- Complete a receipt for each member as they pay

Fundraisers

- Receipts should be provided if feasible as items for the fundraiser are sold. When it is not feasible to use receipts, a log sheet should be maintained to record how many items are sold, at what price, when they were sold, and by whom. This is used for internal control to reconcile the money in the organization’s account to the number of sales.

Security

- All money collected by the organization is kept in a locked filing cabinet in the faculty sponsor’s office. Under no circumstance should money go home with any member of the organization. If the members are selling items, they should bring the money they have collected to the faculty sponsor’s office DAILY with their receipts or log sheet.

Record Keeping

- Maintain a spreadsheet of the accounts transactions located on ___: drive, “Organization Transactions” or maintain a filing system of all financial transactions
 - One file for each of the following:
 - Revenue
 - Expenditures
 - Reconciliations
 - Keep a separate spreadsheet or file for each fiscal year (07/01/XXXX-06/30/XXXX)
- Update the spreadsheet (if applicable) each time a transaction occurs
 - Record the following
 - Transaction Date
 - PO No
 - Vendor
 - Description
 - Debit Amount
 - Credit Amount
 - Balance
 - Reconciled
 - Initials
 - Reconciled Date

Deposits

- The treasurer will prepare a deposit at least once weekly or immediately after a major event
- To make a deposit follow the Cash Handling Policies & Procedures available at <http://www.fhsu.edu/sfs/departments/>
- Update the transaction spreadsheet with the deposit information (transaction date, description and debit amount), which is located on ___: drive under “Organization Transactions”

Expenses

- All policies and procedures can be found on Purchasing’s web page at <http://www.fhsu.edu/purchasing/policies-procedures-and-templates/>.
- For assistance with processing transactions, making deposits, completing on-line forms, or account question contact Purchasing at 628-4250.
- Whenever possible check out a credit card from Student Fiscal Services (SFS) to purchase items for the organization

Reconcile

- At the beginning of each month the Treasurer will print the Detailed Transaction Listing report from Workday for the organization's account for the previous month's transactions
- Reconcile the Workday report to the organization's "Transaction Spreadsheet" or organization's files
- Mark an "R" next to each transaction when they appear on both the spreadsheet or in the file and on the report
- Call Accounts Payable if any discrepancies are found
- Date and initial the report and spreadsheet (if applicable)
- File the report in the faculty sponsor's office in the "Reconciliation" file
- To find the account balance, run the Cash by Cost Center report from Workday.

Maintain Documents

- All documents for the organization must be kept on file for 3 years for auditing purposes

Other

- No state resources may be used (i.e. departmental equipment, student labor, secretaries, etc)
- Follow Student Organization Handbook policies and procedures found at www.fhsu.edu/studenthandbook/.