

Student Organization Finance Overview

**Office of Student Affairs
&
Student Bar Association (SBA)**

August 2017

The information contained in this packet is not exhaustive. It is meant to provide a quick reference for most common questions. Each organization is still required to abide by ALL

University financial policies. If you have specific questions or concerns, please contact the Office of Student Affairs to make sure you are following the policies.

Understand the SU Accounting System

Each student organization is given an account that must be maintained by the treasurer/financial officer of the organization. Student organizations are prohibited from opening and/or maintaining bank accounts outside of the university system. All funds raised by a group must be deposited with the Law Budget Office (Dineen 400), which will then be credited to the organization's account.

Each SBA-Approved organization is assigned a MYCODE (a six digit number that identifies income & expenses for that group). Your organization's MYCODE is located on the financial sheet in your packet. This number needs to be on all financial requests, email approvals, etc.

Develop a Budget

Student Organizations are not provided budgets from the University. All money currently in your account is "rolled over" from the previous year. The amount of money available for your events will largely determine your advanced planning. Before you make any event commitments, each organization should create a list of potential expenses for the event and include any potential income from all possible sources. There is no petty cash fund, so please plan accordingly.

Consider Your Funding Options

Once you are aware of your budget limitations, consider your funding options. Many organizations try to utilize all of the funding resources available at the law school: SBA funding, membership dues, co-sponsoring events, organizational fundraising, and the Office of Student Affairs (OSA). All of these sources may be considered as you develop your programming goals; please check with OSA staff as you explore the sources of funding for your organization.

➤ Requesting Money from the SBA

You may be able to seek funds from the SBA; see materials provided by SBA Treasurer. If you have any questions about the SBA process, please consult with the SBA Treasurer.

➤ Fundraising Options

Fundraising may also be an option for your organization. Set forth below are some of the guidelines for organizational fundraising.

○ *Law School Socials*

Law School Socials (LSS) often serve as a fundraising mechanism for SUCOL organizations, publications, or honor societies. LSS are managed by the SBA; LSS may be organized by a student organization or publication/honor society in accordance with the SUCOL Law School Social Policy, found in Article VII of the SBA Bylaws. Questions concerning the planning or requesting a LSS should be directed to the SBA.

Any student organization or publication/honor society planning a Law School Social (LSS) must conform to the SU College of Law Law School Social Policy. At no time may student funds be used for the purchase of alcohol in conjunction with a LSS. More information on the SUCOL Alcohol Policy is listed in Article VIII of the SBA Bylaws.

○ *Food Sales/Bake Sales*

Due to SU safety policy regarding outside food vendors, any organization that would like to fundraise with the sale of any food or beverage product must contact the OSA **at least four weeks prior** to the date of sale. The Department of Safety may need to be contacted and outside approvals may be required prior to the event.

○ *Raffles/Gambling*

All wagers, bets, or stakes made to depend upon any race, or upon any gaming by lot or chance, or upon any lot, chance, casualty, or unknown or contingent event whatever, is unlawful. In New York, the definition of

gambling includes, "agreements and securities given, made or executed, for or on account of any raffle, or distribution of money, goods or things in action, for the payment of any money, or other valuable thing, in consideration of a chance in such raffle or distribution, or for the delivery of any money, goods or things in action".

All forms of gambling are prohibited. If there is a question whether a fundraiser is gambling, please contact the Office of Student Affairs.

- *Items with SU Logo/Name*

Purchasing items for redistribution with SU names, words, or logos could be subject to copyright or trademark infringement.

****YOU ARE NOT AUTHORIZED TO ORDER MERCHANDISE
WITH ANY SYRACUSE UNIVERSITY NAMES OR LOGOS
WITHOUT PRIOR APPROVAL FROM THE OFFICE OF STUDENT AFFAIRS****

If you want to sell a logoed item, this typically runs through the SU Bookstore; this is because the College of Law is not authorized for collection of sale tax. The SU Bookstore will contact vendors for bids, issue orders, collect money, and report sales tax. The Bookstore will perform an internal transaction and return profit to student organization. However, this process should run through the Office of Student Affairs.

- *Donations/Sponsorships*

Student organizations may generate funds in accordance with their own bylaws and with University and College of Law policy. **However, any solicitations of contributions from alumni, the legal community or sources outside the College of Law must be approved in advance by the Office of Advancement. This process begins with a meeting the Director of Student Affairs.**

Learn the Financial Documents

In order to spend money in a student organization account, you will need to complete the corresponding University payment form and have written permission from the organization treasurer. Consult the Student Organization Orders & Reimbursements Guide for further information.

Remember that Syracuse University is a tax exempt organization. When you are purchasing items in New York, you should use a tax exempt form, which you can obtain from the Office of Student Affairs.

Reimbursements will not be possible without receipts; make sure that you keep original receipts as proof of purchase, as copies are generally not accepted. If payment of expense was by check, proof that the check has cleared the bank will be necessary before any reimbursement will be made. If payment was made by credit card, please provide a copy of the front and back of the credit card (this is to ensure that credit card used belonged to the person being reimbursed.)

SBA funds granted to student organizations are not transferred to organization accounts; instead, that funding is earmarked for the approved organization and is spent/approved directly by the SBA. For any expenditure of SBA funds that your organization submits, please be sure to include written approval (generally in the form of an email) from the SBA treasurer.