

SJSU Policy for Student Organization Funds Administration

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 fundraising. 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 3141.01 is the CSU policy that governs the administration of student organization funds.

SJSU requires all student organizations to self-report on compliance to ICSUAM 3141.01 by completing an annual compliance survey form. This survey is included in the annual student org re-recognition or new student organization re-recognition process (see Appendix A).

200 – Authority

Campus Chief Financial Officer (CFO) has oversight for business and financial affairs of the campus including student organizations. The Vice President for Student Affairs (VPSA) has oversight of chartering and recognition of student organizations

300 – Funds Administration (see Appendix C for the definition of “events/programs officially sanctioned by the university”)

1. Funds of student organizations shall be held in campus accounts as follows:
 - Tower Foundation handles all donations
 - Student Union administers funds of Club Sports
 - Associated Students administers funds of student organizations that are not Club Sports
2. SJSU does not allow student organizations to maintain off-campus bank accounts. Exception to the on-campus banking rule and other funds administration rules may be granted by the campus CFO on a case-by-case basis. (see Appendix B)
3. 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.
4. Funds held on behalf of student organizations will be recorded on the balance sheets of the university or its auxiliary organizations according to accounting principles as regulated by the CSU accounting standards. Revenue and expenses are to be recognized in the financial records of the university or its auxiliary organizations.
5. All recognized student organization funds must be collected and used in relation to programs and services that are connected to the mission of the student organization, as well as the mission, vision, and values of San Jose State University.

6. Funds officially collected in the name of a recognized student organization may include:
 - a. Membership dues/fees, including dues and fees
 - b. Fundraising, including money raised by direct donations to the student organization, contributions from SJSU departments and auxiliaries (as permitted by SJSU policy and auxiliary policies), and events where funds are raised through item sales, ticket sales, or similar means
 - c. Rent and other living facility related expenses assessed to residents of fraternity/sorority houses
7. Student organization funds may not be raised through the sale of alcohol or tobacco products, nor may they be used for the purchase of alcohol or tobacco products.

400 – Cash Handling

Collection of cash and cash equivalents by student organizations must follow rigorous internal control and records keeping procedures according to the University Bursar's standards.

500 – Responsibilities

1. Campus CFO has the responsibility of financial oversight over student organizations. VPSA has the responsibility of oversight of compliance by student organizations to university regulations including funds administration regulations.
2. The responsibility of accounting support services are delegated by the university to the auxiliary organizations as listed under Section 300.
3. Officers of a student organization 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 sanctioned by the university or its auxiliary organizations.

600 – Student Organization Funds Administration Agreement

Each student organization account administered by the university or its auxiliary organizations will have a signed Funds Administration Agreement form.

700 – Tax Implications

1. Donations will be receipted by Tower Foundation according to university gift policy and re-conveyed to Associated Students or Student Union as per Section 300.
2. Associated Students and Student Union act as fiscal agents for student organizations on programs or events that are officially registered with and sanctioned by the university or its auxiliary organizations. (see Appendix C)
3. 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.

APPENDIX A

STUDENT ORGANIZATION FINANCE COMPLIANCE FORM

This survey is to be completed in the re-recognition or new student organization recognition process. Non-compliance will trigger withholding of official university recognition. Student Involvement will notify Campus Finance and Auxiliary Organizations of all non-recognized student organizations. Services will be suspended until the 'recognized' status is reinstated. The survey form can be found in the San Jose State University (SAMMY) app.

Student Organization Finance Compliance Form

SJSU requires recognized student organizations to self-report on compliance with CSU financial policies (ICSUAM 1401.00) on an annual basis. Completion of this form is required for every student organization as part of the annual recognition process. Your organization may be contacted by Student Involvement for further details in regard to your responses. Failure to complete this form will result in de-recognition. This form must be completed by Friday, Feb 9th by 5:00pm.

Does your organization use its funds only for purposes related to your organization's mission and goals?

Does your organization have any funds in an off-campus bank account?

SJSU does not allow student organizations to maintain off-campus bank accounts. Exceptions to the on-campus banking rule may be granted by the campus FCO on a case-by-case basis. Please contact Student Involvement if you believe your organization qualifies for an exception.

Does your organization hold funds in its account for another organization on an ongoing or permanent basis?

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. Student organization accounts cannot be used to hold funds on behalf of other student organizations.

Does your organization have any insolvency issues?

Insolvency means that your account has a negative balance or your club owes more than it has coming in (through dues, fundraising, donations, etc.)

By clicking "I agree," you acknowledge that you are knowledgeable about the terms in the Funds Administration Agreement between your organization and AS (or Student Union, for sports clubs).

The Funds Administration Agreement is the document you sign to open an account or add your name to an account at AS General Services or with the Sports Club staff.

I agree

By clicking "I agree," you acknowledge that you are aware that the campus and its auxiliaries are not responsible for fiscal or financial liabilities arising from your programs or events.

I Agree

By clicking "I agree," you acknowledge that you have read and will comply with the SJSU Policy for Student Organization Funds Administration and will educate your members and fellow officers on the policy and ensure its enforcement within your organization.

I Agree

APPENDIX B

REQUEST FOR EXCEPTION TO SJSU STUDENT ORGANIZATIONS FUNDS ADMINISTRATION POLICY

Any requests for exceptions to the SJSU Student Organizations Funds Administration Policy must be made through the office of Student Involvement in the following Google form: <https://goo.gl/forms/RuyfPCoAnYuU3KdC3>. Questions can be directed to studentorgs@sjsu.edu or 408.924.5950. The following information is requested on the form:

General Information:

First Name:

Last Name:

Student ID #:

E-Mail Address:

Phone Number:

Recognized Student Organization Name:

Affiliation with the Recognized Student Organization:

Details of Request:

- Are you requesting this exception to be permanent or temporary? If temporary, please specify length of time.
- Please describe the type of financial administration exception you are requesting (i.e. use of outside bank accounts, not doing your own financial administration according to university policy such as not handling your own bookkeeping and records keeping, or not managing your funds balances periodically, etc.).
- Please describe why the university's standard regulations and available options do not meet your needs.
- How does your proposed process or practice differ from the university's policy and standard?
- What controls will be put into place to mitigate risk of the function for which you are seeking exception? Please note that mitigating controls must equal or exceed those of the exception and other applicable university policies.
- Who will perform the actual financial administration for your organization if exception is granted?
- Who will perform the oversight for the financial administration of your organization?
- Additional questions, comments, concerns?
- Acknowledging that your student organization officers agree to this request and all information provided by you on this form is true and correct to the best of your knowledge and belief.

APPENDIX C

DEFINITION OF OFFICIALLY RECOGNIZED AND SANCTIONED STUDENT ORGANIZATION EVENTS

With the exception of certain social events hosted by fraternities and sororities (i.e.: those where alcohol is present), SJSU does not require recognized student organizations to register their events or seek recognition or approval of events. However, each recognized student organization is expected to conduct their activities in accordance with relevant law, the [SJSU Student Conduct Code](#), the [SJSU Student Organization Code of Conduct](#), [Student Organization Handbook](#), and CSU/SJSU policy (which are all applicable to both on-campus and off-campus events).

Recognized student organizations are also required to abide by any policy and procedures required by venues (on-campus and off-campus), SJSU Risk Management, and University Police Department in the planning and implementation of events.

In addition to activities that violate law and/or CSU/SJSU policy, student organizations may not host, sponsor, co-sponsor, or otherwise participate in events hosted or sponsored by a student organization that claims affiliation with SJSU, but is not officially recognized by Student Involvement.

Recognized student organizations may not host, sponsor, or co-sponsor blood drives on-campus or off-campus.