

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 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.

SJSU requires all student organizations to self-report on compliance to ICSUAM 1401.00 by completing an annual compliance survey form (see Appendix A).

200 – Authority

Campus CFO has oversight for business and financial affairs of the campus including student organizations. 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 reconveyed 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 COMPLIANCE ANNUAL SELF-REPORTING FORM

This survey is to be mailed out and collected by Student Involvement.
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.

PART 1: SURVEY

Adherence to funds administration

- Are your funds used exclusively for furthering your organization's stated goals and objectives ?
- Do you hold funds in off-campus bank accounts without an approved exception by the campus CFO?
- Do you hold funds belonging to another organization on a permanent basis in your own account?
- Do you follow university guidelines for cash handling?
- Is your organization having insolvency issues (answer no if your debt/liability is lower than your net assets)?
- Are you knowledgeable about the terms in the Funds Administration Agreement between your organization and the campus?
- Are you aware that the campus is not responsible for fiscal or financial liabilities arising from your private programs or events that are not officially registered with and sanctioned by the university or its auxiliary organizations?

Adherence to Student Involvement's regulations (Student Involvement will provide additional questions)

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PART 2: ANNUAL REMINDER TO ALL RECOGNIZED STUDENT ORGANIZATIONS

- Reminder regarding your financial and fiscal responsibilities: It is the responsibility of the officers of your organization to be knowledgeable about the SJSU Policy for Student Organization Funds Administration and to adhere to it.
- Reminder regarding Student Involvement regulations: *(Student Involvement will provide additional reminders)*

Signatures by student organization officials:

President:
 Full name: Signature:
 Date :

Treasurer:
 Full name: Signature:
 Date :

Secretary:
 Full name: Signature:
 Date :

APPENDIX B - REQUEST FOR EXCEPTION TO SJSU STUDENT ORGANIZATIONS FUNDS ADMINISTRATION POLICY

Please complete the information on this form to advise us of your request for an exception to SJSU's Funds Administration policy. Return the completed form to SJSU Student Involvement, Clark Hall #140D, c/o Associate Director Michael Crump.

Organizations having separate legal status granted by the state/federal government and maintaining a bank account outside the University must submit a written request to the Associate Vice President of Finance providing the legal name of the organization, the tax ID number, and the bank name, branch address, and bank account number of the organization.

For student organizations without a separate legal status, an exception to the on-campus banking rule will only be granted for unusual and fully documented special circumstances.

All requests will be reviewed on a case-by-case basis, and will be forwarded to the CFO for final decision if an exception is deemed to be warranted.

The more information you provide upfront, the quicker a decision can be made and you can be advised of either exception approval, or next steps required, etc...

General Information:

Requestor's First Name:

Last Name:

Your student organization's name:

Does your organization currently have the recognized student organization status? Yes____ No____

Your position title with the student organization:

Your E-Mail Address:

Telephone Number:

Exception Request:

Are you requesting this exception to be permanent or temporary? If temporary, please specify length of time.

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Please describe the type of financial administration exception you are requesting

- 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 ...

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Please describe why the university's standard regulations and available options do not meet your needs.

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How does your proposed process or practice differ from the university's policy and standard ?

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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.

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Who will perform the actual financial administration for your organization if exception is granted ?

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Who will perform the oversight for the financial administration of your organization

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Please explain how this exception will not contravene the other university regulations for student organizations, such as the Policies and Procedures issued by SJSU Student Involvement.

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Signatures by student organization officials:

President:
Full name: Signature:
Date :

Treasurer:
Full name: Signature:
Date :

Secretary:
Full name: Signature:
Date :

SJSU CFO's decision: Exception is granted _____ not granted _____
Signature or initials:
Date:

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 Code of Conduct](#), the [SJSU Student Organization Code of Conduct](#), 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.