

Statement of Financial Responsibility of Student Organizations

The University expects each student organization to be fiscally responsible. All organizations should practice sound management procedures to insure the fulfillment of these responsibilities. Each organization should anticipate its financial needs and plan ways to properly meet these needs. The officers and the Campus Sponsor should establish a budget, and the commitments of the organization should never exceed the funds which it has available. Each organization must have all financial commitments approved by a majority of their group and receive the signature of their Campus Sponsor prior to the commitments being made.

University recognized organizations are encouraged to deposit their funds with the NSU Business Office. However, it is not illegal or against university policy for an organization to have funds in an off-campus account, although it is not advised. Off-campus accounts continue to cause major problems within some organizations. The funds are to be of the following kinds: donations and other monies earned by the organization not under the cover of the university. State funds may not be deposited in an off-campus account.

Student organizations are not required to register outside bank accounts. Funds generated by student groups from dues, assessments, fund-raising events, or any other revenue-generating activity could be handled through an outside bank account or through a University account at the option of the Campus Sponsor of the student group.

The Office of Student Affairs strongly suggests that, in order to protect the student officers and the student organization Campus Sponsor and to alleviate any problems that might arise in regards to withdrawals and deposits, the Campus Sponsor of the student organization should be a co-signer for any disbursements made from any organizational account.

When the account is on campus an organization must follow certain fundamental procedures of fiscal accountability required by all university accounts. These procedures include: 1) issuance of a check request signed by the Campus Sponsor, and the assurance that the goods or services have been received by the purchaser before payment is made from state monies. 2) Receiving competitive bids for items costing \$2,500 or more. 3) Prior Board of Regents approval of items costing \$75,000 or more. 4) Prior Board of Regents approval for Sole Source items costing \$2,500 or more. 5) Signed invoice denoting that the goods or services have been received prior to issuing payments.

Federal Tax Identification Number

Banks require student organizations to obtain a federal tax identification number prior to opening an outside bank account. For an SS-4 form (Application for Employer Identification Number) go to the IRS web site at irs.gov or to any location where federal forms are available (i.e. Public Libraries).

Bills should be paid promptly. Student organizations have a responsibility to settle their accounts when

due. The financial aspects of all events sponsored by a recognized organization must have the approval of the respective organization's faculty Campus Sponsor.

Student organizations should conduct a yearly review of their financial status and whenever there is a change of officers with their Campus Sponsor. The Director of Student Activities and Organizations is also available for assistance.

In the event of disbanding or inactivation of an organization, the primary responsibility of properly providing for the close out of the account and the disposition of remaining funds rests with the organization and not the University. This can be a problem for off-campus accounts if not done immediately. If an organization is suspended by the University, a hold may be placed on an organization's account until disposition is determined by the University and the organization's representatives.

In the event of changing Campus Sponsors, the Director of Student Activities and Organizations is to be contacted first and it will contact the Business Office with the appropriate information. Failure to do so will delay processing of your purchases.

* The University is not responsible for the payment of any debts or other obligations made by student organizations.

Deposit of University and Foundation Funds

Any funds for the university received by any department/organization must be deposited the same day with the cashiers. Any funds received for the foundation must be taken the same day to the Foundation Office.

Each department/organization is required to keep the paper forms on file in their office and to complete whenever funds of any kind (check, money order, cash, etc.) are received. (contact the Business Office)

The appropriate form (a deposit envelope) is to be completed and brought to the cashiers along with the funds being deposited for the university.

The same procedure is followed for any foundation funds with the exception that the foundation form and funds will be taken to the Foundation Office for signature.