

# Financial Procedures

Brigham Young University - Hawaii

2010-2011 Club Handbook



*“Our Mission is to create a House of Order  
by properly documenting the sacred tithing  
funds of the Church, as well as providing an  
atmosphere of learning and mentorship to  
the students.”*

**2010 - 2011**  
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# I. Activity Proposal Form

The activity proposal form is used for ALL club activities and expenditures. It provides all the necessary information needed to have an activity proposed and then approved. Club activities and/or expenditures that do not have an approved activity proposal form will not be permitted.

All activities must have an activity proposal form turned in **1 week** in advance. **Do not** turn in a proposal form after the activity. The accounting office will not reimburse the club for money already spent on a particular activity that was not approved and if we receive the proposal form after the activity date.

*\*A late penalty will be charged for late activity proposal forms.*

## 1. Activity Information

This is an important planning stage which helps the proposed activity be reviewed and approved. Fill out all sections.

### A. Activity Date/Time

Activities need to have a specified date. There are some days when activities are prohibited. These include:

- 1) Sundays (except for Gospel Forums)
- 2) Mondays after 6 p.m.
- 3) During BYUHSA activities
- 4) During Final Exams

Activities on weekdays are required to end by 11 p.m. On-campus weekend activities need to be done by 12 a.m. Off-campus weekend activities need to be done by 11pm and required to be back on campus by 12 a.m.

### B. Location

Activities using on-campus facilities need to be coordinated with John Olszkawa at scheduling office (EXT #3408). All activities that are off-campus need to be approved by the Risk Management Representative (Jed Lee) at Safety Office **before** acquiring the signature of the VP of Clubs and Organizations.

### **C. Description of Event**

The description of the event needs to be in detail. The BYUHSA Club VP should have a full understanding of the activity by reading this section.

### **D. Activity Approval**

All club activities are required to be approved by the Club President first. The Activity Proposal Form then needs to be approved by the Club Advisor. Always remember to have your advisor put the date when they sign the form. The Activity Proposal Forms can be turned in to the drop box of the VP of the Clubs in the Aloha Center. Do not turn in to the Accounting Office.

For the PDF file, the Club President sends an email with the attached Activity Proposal Form to the Club Advisor, and the Club Advisor forwards it to the VP of Clubs. No signature is needed.

## **II. Financial Requests**

### **1. Transportation Rentals**

Whether with BYU-H or with Gomes Buses, the details of the vehicle rental need to be worked out prior to submitting activity proposal form.

#### **A. BYUH Vehicles**

Trucks, vans, and sedans are available for rental. The vehicles are reserved on a first come, first serve basis. Until the Motor Pool has a Transportation Request, they will not rent out the vehicle(s).

*\*Transportation Request are completed online and only done during Motor Pool Office Hours 8am-4pm.*

- 1) **ALL Drivers need to register online for an LDS Account** at <https://apps.lds.org/sign-in/go/login.jsf>
- 2) Email your User Name, First Name, Last Name, Driver License State & Expire Date, Under or Over 25 Years Old, Date of Defensive Driving Course if Under 25 to [j8402@byuh.edu](mailto:j8402@byuh.edu) to set up your account.
- 3) Make sure ALL information required is on the activity proposal form: Destination, depart/return date & time, driver(s), vehicle type, # of people riding in vehicle.

### **A. Gomes Bus**

The club is responsible to call and reserve a bus with Gomes Bus (488-6755). *Please use your club name on the invoice.* After reserving your bus, just make sure to include the required information under the transportation rentals section on the activity proposal form. An invoice is required and turned into accounting office. Check will be mailed after received invoice.

### **B. Mileage Reimbursement**

If you are planning on using club members' cars for the activity, funds from the club's account will be used to reimburse the drivers. Only a specific amount of miles will be reimbursed, according to the planned destinations for the activity. See the Accounting office for the mileage allowed for your planned destinations. **GAS receipts from gas stations will not be reimbursement for the full amount, but will follow the mileage chart given by motor pool.**

## **2. BYUH Department Purchases**

In order to make purchases, or to enlist the services of certain departments around campus, a Campus Purchase Order (CPO) is required. If possible, obtain and include an invoice from the department prior to turning in your request for a CPO.

### **A. Old Gym**

Scheduling the Old Gym is done on a semester-to-semester basis. Clubs may begin submitting requests on the third Thursday of the last month of a semester. (Ex: April 15 2010 is the first date to submit requests for Spring term). Clubs are allowed to request two (2) nights per month at the beginning of the semester for that semester only. **Payments are due in the EXS office by 3pm one week prior to the scheduled gym night.** Failure to meet this deadline will result in loss of gym night. In order to meet this deadline, ensure that your requests for payment to the Old Gym are turned in with plenty of time remaining. Gym night must be requested using the Activity Proposal Form. The Accounting Office will complete the CPO, and an email will be issued to the requestor, upon which he must pick up the CPO from the Accounting office and deliver it to the Old Gym. Payment is automatically deducted from the club's account.

## **B. Game Center, Copy Center, Food, Print, and Media Services**

Include on your Activity Proposal Form the department you will be using services from.

- 1) Game Center: The clubs need to fill OUT the Game Center Rental Agreement **two (2) weeks** before the date of the activity. A CPO is used for payment.
- 2) Food Services: Must submit the signed proposal form to foodservice for an Event Order. Give copy to acct. office.
- 3) Media Services: For using projectors, the club must send one copy of the Activity Proposal Form to the Media Services after the VP of the Club approves the form.

## **3. Check Payments**

Check payment requests **MUST** be submitted **two (2) weeks** before the date needed. **Invoice is required to process a check.** Please allow **two (2) weeks** to process and approve all Check Requests.

If the vendor (i.e., seller) has Not been previously paid through the school, fill out and turn in a W-9 form (and all papers required) with the contract and/or invoice.

### **A. T-Shirts**

1<sup>st</sup> The t-shirt design **MUST** be approved by Honor Code. 2<sup>nd</sup> Request a quote from vendor and submit with activity proposal form for funds to be accessed for t-shirts. 3<sup>rd</sup> once approved, give vendor copy of approval and get an INVOICE. 4<sup>th</sup> vendor makes t-shirts and receives payment once t-shirts are received.

- Clubs can only sell t-shirt to members by scheduling a table in the Aloha Center and cash box from accountants. Any other selling will result in a penalty to the clubs.
- Non-member selling of t-shirts can only be done during foodfest.

*\*If payment is required upon pick-up of shirts, please submit the invoice 2 week prior to payment. \*Rushed checks will result in a \$50 Fee.*

### **B. DJ Services**

DJ's for approved dances need to meet the following requirements:

- 🌟 DJ's need to be certified. Certification is once a semester.

- ✿ If DJ has employment with BYU-H, the hours that they are going to work as a DJ will be counted towards their allowed 19 hours per week of work.
  - \*Payment (RFTS Form) must be submitted two (2) weeks prior to event to be included into their time & paycheck.*
- ✿ DJ's are paid according to BYUHSA Pay Rate Chart.
- ✿ All DJ's MUST fill out a Performance/Service Contract. If the vendor (i.e., DJ) has not been previously paid through the school, they must fill out a W-9 Form before or with the contract. Payment will be in the form of a check and mailed to their address on the contract or by the school's paycheck.
  - \*Rushed requests to process checks will result in a \$50 fee.*
  - \*Accounts Payable only cuts checks Tuesday & Thursday at 10am and mailed the following day. Please allow 2 weeks to process and mail checks.*

#### **4. Advance Checks**

Each club can be issued **four (4) advance checks per activity.** Only the club president, vice president, treasurer, and advisor will be allowed to request and pick up a cash advances. Before a club is issued an advance check, they must have cleared all previous advance checks that have been issued to their club. *Clubs requesting an advance check without clearing their previous advance checks will not be issued more advance checks.* The club is also responsible for clearing advance checks that have been left over from previous club presidencies.

All requests that require an advance check need to be turned in **one (1) week** before the date needed, or the date of the activity, whichever comes first. In addition to completely filling out the advance checks section of the activity proposal form, the budget section must also be filled out.

All advance checks need to be cleared **within one (1) week** after the activity. Remaining funds cannot be used for another activity. In order to clear an advance check, follow these steps:

- A. Keep all receipts and records of expenses that the advance check money was used for.

***No receipts= No reimbursements***

- B. If all the money is used, turn in the receipts to the accounting office with a note stating which activity the money was used for.
- C. If not all the money was used, deposit the remaining money at the cashier's office. Then turn in a receipt of the deposit and all the receipts for the money to the accounting office.

## 5. Reimbursements

In order to obtain a reimbursement after the activity, the 'Reimbursements' box must be checked on the activity proposal form. Furthermore, the budget section of the activity proposal form must be completely filled out. **No receipts = No reimbursements**

All clubs must have a positive balance to get reimbursement and/or advance checks. All clubs have a responsibility to check their account balance before the purchase is made. Otherwise, no advance checks and reimbursements will be given to the clubs.

The standard limit per reimbursement is \$200. Any one (1) member in the club cannot spend more than \$200 of his or her own money for any one (1) single activity. Even though the receipt states over \$200, \$200 is the maximum amount to be reimbursed.

After the activity, turn in your receipts with a 'Club Reimbursement Slip.' Highlight or circle the expenses on your receipts which are requesting for the reimbursements. **All reimbursement requests needs to be turned in within one(1) week after the date of purchase**. BYUH Account Office will have one (1) week to complete the requests of issuing checks (Two weeks for the Food Fest).

## 6. Budget Section

This section is an estimated budget of the expenses you are planning on making for your activity. This should be a cumulative list of all the funds which you are planning on using from your club's account (i.e., CPOs, Advance Checks, etc.) This is the approved list of items of purchase; any items not listed will not be reimbursed. **PHONE CARDS ARE NOT APPROVED AND WILL NOT BE REIMBURSED. GAS FOR PERSONAL VEHICLES WILL FOLLOW MILEAGE CHART.**



Make sure the clubs have enough funds and budget higher. If a club spends 15% over their budget, the Club President must write a Club Reimbursement Slip for the Overspending (Different with Club Reimbursement Slip) and get approval from the Club Advisor.

### **III. Missing Receipts**

#### **1. Lost or Missing**

For lost or missing receipts, a missing receipt affidavit form is required to be turned in, in place of the receipts. Ensure that all the information requested on the missing receipt affidavit is included, and that **two (2) people** who were present at the time of purchase sign the affidavit, verifying the claim. ***Lost receipts result in a penalty to the clubs. Reimbursement receipts are not accepted. No receipt=No Reimbursement***

#### **2. Generic Receipt or Insufficient Info**

All receipts should have the date, place of purchase, prices, and list of bought products/services. If a receipt is issued missing any of these things, a missing receipt affidavit must be filled out. However, no penalties will be exacted for this.

### **IV. World Fest**

#### **1. Matching Fund**

Clubs who exist more than one semester will receive a calculated per-member amount for every paid-member who signs up in their club. This amount is reached by equally dividing the total budgeted allowed by BYUHSA among the combined number of paid members in all clubs. If a club does not meet any of the following requirements, they will not receive a matching fund:

- A. Be a club (i.e., having at least 15 paid members in semesters and 10 members for terms).
- B. Completed all service project requirements, according to standard set forth by BYUHSA Clubs & Organizations VP.
- C. Cultural clubs must participate in all culture activities (i.e., FoodFest, Culture Night, etc.).

D. During the week of WorldFest, deadlines will be set as to when WorldFest packets and club registration must be turned in. If any of these deadlines are not met, the club will not be eligible for matching funds.

## V. Food Fest and Culture Night

### 1. International Purchases

International purchases will be reimbursed according to the exchange rate at the time of purchase. *A missing receipt affidavit is needed for all international purchases; No penalty.*

### 2. Advanced Checks

If a club needs more money than \$800 for an activity, there are two additional options:

- A. As long as the clubs settle all previous advance checks, the clubs can issue another advance check for Food Fest and Culture Night.
- B. Sam's Club charge card (The university has a Sam's Club card to use for the large amount of money):  
If a club is planning on buying supplies at Sam's club, the club can obtain its own Sam's club card. With this card, a club will be able to spend as much money as needed at Sam's Club, as long as the expenses have been approved. The card, however, is a privilege, and if it is ever used for personal purchases, it will be taken away from that club. Remember all other advance check guidelines apply.
- C. See the Director of the department (David Lucero)

## VI. Penalties

The following schedule of penalties will be exacted for any clubs who do not follow the above stated procedures:

1. **Account Fine:** The 1<sup>st</sup> offense will result in fines of \$15 and notification of your advisor. The 2<sup>nd</sup> offense is increased to \$30 or 15% (if club has less than \$30 in account budget), and is increased by \$15 or 15% from the 3<sup>rd</sup> offense on with added 1 month suspension. Following the 4<sup>th</sup> offense, club will no longer

have access to club funds for the remainder of the semester/term.

- 2. Account Suspension:** A suspended club account means that the club's funds will not be accessible during the duration of the suspension. A club may still hold activities, but no reimbursements will be issued for the activities that were held while a club account was suspended.

	Account Fine	Account Suspension
1 <sup>st</sup> Offense	\$15	None, Advisor Notification
2 <sup>nd</sup> Offense	\$30 or 15%	Final Warning
3 <sup>rd</sup> Offense	\$45 or 30%	1 Month
4 <sup>th</sup> Offense	\$60 or 45%	1 Semester/Term

In the event that an offense occurs which requires a semester/term suspension, if the semester/term is halfway completed at time of offense, suspension will be carried over into next semester/term. The same rule applies for 1-month account suspensions.

## VII. Accounting Office

### 1. Contact Information

Office Phone: 675-3373

Fax Number: 675-3374

Office Hours:

Monday - Friday, 9 a.m. – 4:30 p.m.

And according to the schedule of the accounting office.

### 2. Club Email

Keling Liu: Club Accountant Email: [saclubacct@byuh.edu](mailto:saclubacct@byuh.edu)

Jon Aoki: Senior Accountant Email: [j8402@byuh.edu](mailto:j8402@byuh.edu)

### 3. Club Boxes

Check your club boxes often for incoming letters, records of activities, etc.

Club Boxes are located outside BYUHSA Offices in the Aloha Center.