Student Organization Procedures for Managing Funds on Campus

September 2014
Today’s Topics

- Background information
  - What is Banner and a FOAPAL?
  - What is an X-Fund and Why Do I Need One?
  - EMU X-fund vs Off-campus Account

- Incoming Money
  - How to deposit money into an X-Fund
  - How to apply for money from Student Government
  - How to ask EMU Departments for money

- Outgoing Money
  - How to spend money from an X-Fund

- What’s my balance?
  - How to obtain permissions to Banner and access your transactions

- Important reminders and Resources
Background: What is Banner and a FOAPAL?

- Banner is the EMU computer system.
- A FOAPAL is a string of codes in Banner used to identify and classify your financial activity.

<table>
<thead>
<tr>
<th>Fund:</th>
<th>Alpha–numeric cost center beginning with the letter X followed by 5 digits (example X12345)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization:</td>
<td>A department or group of funds (200001 is always used with student organizations)</td>
</tr>
<tr>
<td>Account:</td>
<td>Classification of Revenues or Expenses (eg 0624=Misc Revenue)</td>
</tr>
<tr>
<td>Program:</td>
<td>Classification for EMU reporting (99 for incoming deposits, 80 for outgoing expenses)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>-----</td>
<td>-----------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Activity:</strong></td>
<td>Signifies multiple activities within a single fund, or organization, or account. Each department determines if these are required for their area.</td>
</tr>
<tr>
<td><strong>Location:</strong></td>
<td>A means of allocating revenue or expenses to multiple locations. Each department determines if these are required for their area.</td>
</tr>
</tbody>
</table>
### What you need as an RSO

<table>
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Background: What is an X-Fund and Why Do I Need One?

- An X-fund is a University cost center that is officially recognized by Campus Life and where money is held by EMU on behalf of your organization.

- **Student Organizations** that receive money from a **University department** must have an X-Fund.

- Most common examples of University sources:
  - Campus Life
  - Student Government
You may choose to have an off-campus account.

- Deposit Non-University funds (ex: car wash and other fundraisers)
- Might have quicker & easier access to funds.
## Background: X-fund or Off-campus Account?

<table>
<thead>
<tr>
<th></th>
<th>X-Fund</th>
<th>Off-Campus Account</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Money in</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>from EMU Sources</td>
<td>Required</td>
<td>Not Allowed</td>
</tr>
<tr>
<td>from Non-EMU Sources</td>
<td>Allowed</td>
<td>Allowed</td>
</tr>
<tr>
<td><strong>Money out</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfer Funds</td>
<td>Not Allowed</td>
<td>Allowed</td>
</tr>
<tr>
<td>Payments for Goods</td>
<td>Allowed*</td>
<td>Allowed</td>
</tr>
<tr>
<td>Payments for Services</td>
<td>Allowed and Recommended*</td>
<td>Allowed, but work with your tax advisor</td>
</tr>
<tr>
<td>Reimbursements for Goods</td>
<td>Allowed*</td>
<td>Allowed</td>
</tr>
<tr>
<td>Reimbursements for Services</td>
<td>Not Allowed</td>
<td>Allowed</td>
</tr>
</tbody>
</table>

* All payments are subject to EMU’s policies and procedures
Background: X-fund or Off-campus Account?

**X-fund benefits**
- EMU handles all tax reporting requirements
- Easier to manage than a checking account
- EMU issues checks to payee
- Easily change authorized signers

**X-fund limitations**
- Subject to EMU’s policies and procedures
- Expenses must align with EMU spending policy.
- Cannot transfer money between University cost centers.
Complete 3 easy steps:

1. Obtain recognition from the Greek Life & Student Organization Campus Life Office, 345 Student Center
2. Establish your Student Organization’s Portal at https://emu.collegiatelink.net/. Include your Officers, your Faculty/Staff Adviser and a list of members.
If your application is in order Accounting will assign an X-Fund number within 3–5 business days

You will be notified via email once the X-Fund is opened

Notify Accounting via email if the name of your student organization changes busfin_generalaccounting@emich.edu
EASTERN MICHIGAN UNIVERSITY
Student Organization EMU Fund Application
Last Revised July 2011

DATE: __________

**The following information (please print) is required before a fund is established**

Name of Organization: ____________________________

Name of Org. contact: ____________________________ Phone number: ____________________________

Organization’s campus mail address: ____________________________

Organization must be recognized by the Campus Life Office with current information on the Student Org Web Portal?

How will revenue be generated? ____________________________

How will funds be utilized? ____________________________

Names and titles of officers:

<table>
<thead>
<tr>
<th>Title/Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td></td>
</tr>
<tr>
<td>Vice President</td>
<td></td>
</tr>
<tr>
<td>Treasurer</td>
<td></td>
</tr>
</tbody>
</table>

PRINT NAMES of Authorized signers as listed on the Student Org Web Portal:

<table>
<thead>
<tr>
<th>Title/Position</th>
<th>Name</th>
<th>EID#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty/Staff Advisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vice President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Treasurer</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

EMU Faculty/Staff Advisors campus phone & campus mail address:

__________________________________________

Faculty/Staff Advisors signature: ____________________________

Please forward completed application to:

Accounting Department, 212 Hoover or email to busfin_generalaccounting@emich.edu

The fund will be officially opened upon receipt of the first deposit.

**No disbursement can be made from the fund in excess of the fund balance.**

DO NOT WRITE IN BOX – FOR ACCOUNTING PURPOSES ONLY

<table>
<thead>
<tr>
<th>Received by:</th>
<th>Approved by:</th>
<th>Completed by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Received Date:</td>
<td>Approved Date:</td>
<td>Completed Date:</td>
</tr>
<tr>
<td>Fund Number:</td>
<td>Org Number: 200001</td>
<td>Program Number: 80</td>
</tr>
</tbody>
</table>

www.emich.edu/controller/accounting/docs/stuorgfundopenapplication.pdf
Background: What’s my X-Fund number?

- Log into your Student Organization Portal
- Click on Edit Profile
- Scroll down near the bottom, under Additional Information, to the Organizational Fund Account Box
- Example:
Incoming Money: Depositing Cash and Checks

- Complete a Deposit Voucher
- Use Account Code 0624 for revenue
- Use Program code 99
- Take Cash/Checks & Voucher to Cashiers Office (201 Pierce)
- Retain a copy of your voucher for verification against statements
- Returned checks will result in a $20 non-refundable processing fee

[Image of Deposit Voucher]

www.emich.edu/sbs/docs/depositvoucher.pdf
Incoming Money: Applying for funds from Student Government

- Training is required for student organizations seeking funding from Student Government.

- Student organizations that are seeking funding from EMU Student Government are required to complete an online training course and submit information online before having their applications considered.

- The training course is at [https://sites.google.com/site/emustudentgovernment/home/student-organization-funding-allocations-training](https://sites.google.com/site/emustudentgovernment/home/student-organization-funding-allocations-training)

- For more information see the Student Government Web Training Portal at [https://sites.google.com/site/emustudentgovernment/](https://sites.google.com/site/emustudentgovernment/)
Incoming Money: Receiving funds from EMU Departments

- Give your X-fund number to the EMU Department.
- The EMU Department will complete an Inter-Department Transfer form available at [http://www.emich.edu/controller/accounting/docs/InterDepartmentTransfer.pdf](http://www.emich.edu/controller/accounting/docs/InterDepartmentTransfer.pdf)
- The EMU Department will email the information to busfin_generalaccounting@emich.edu or deliver it to General Accounting in 212 Hover.
- General Accounting will post the funds to your X-fund within 3–5 business days.
EASTERN MICHIGAN UNIVERSITY
Inter-Department

- Purchase of Goods & Services
- Expense Transfer

<table>
<thead>
<tr>
<th>Fund/Orgn Name:</th>
<th>Name of Student Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund Code:</td>
<td>XxXxXxXx</td>
</tr>
<tr>
<td>Orgn Code:</td>
<td>200001</td>
</tr>
<tr>
<td>Account Code:</td>
<td>3405</td>
</tr>
<tr>
<td>Program Code:</td>
<td>80</td>
</tr>
<tr>
<td>Activity Code:</td>
<td>NA</td>
</tr>
<tr>
<td>Location Code:</td>
<td>NA</td>
</tr>
<tr>
<td>Dollar Amount:</td>
<td>$100.00</td>
</tr>
<tr>
<td>Contact:</td>
<td>Student Organization Contact</td>
</tr>
<tr>
<td>Phone:</td>
<td></td>
</tr>
<tr>
<td>Date (mm/dd/yyyy):</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fund/Orgn Name:</th>
<th>Catering</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund Code:</td>
<td>A00026</td>
</tr>
<tr>
<td>Orgn Code:</td>
<td>158439</td>
</tr>
<tr>
<td>Account Code:</td>
<td>3405</td>
</tr>
<tr>
<td>Program Code:</td>
<td>90</td>
</tr>
<tr>
<td>Activity Code:</td>
<td>NA</td>
</tr>
<tr>
<td>Location Code:</td>
<td>NA</td>
</tr>
<tr>
<td>Dollar Amount:</td>
<td>$100.00</td>
</tr>
<tr>
<td>Contact:</td>
<td>Department Providing Service Contact</td>
</tr>
<tr>
<td>Phone:</td>
<td></td>
</tr>
<tr>
<td>Date (mm/dd/yyyy):</td>
<td></td>
</tr>
</tbody>
</table>

Student Organizations (X-Funds) require two authorized signatures.

Reference Numbers:
- Other (Specify): 
- Journal Entry Number: 
- Requisition Number: 
- PO Number: 

Expense must be posted before it can be transferred. The expense must show on the statement before it can be transferred. Backup for this expense must accompany this form.

General Accounting
Hoover Building
Phone: 734.487.3328
Fax: 734.487.1043

www.emich.edu/controller/accounting/docs/InterDepartmentTransfer
Available Funds

- **Campus Life**
  - Professional Development Fund
    - Registration only
- **Student Government**
  - Program funds

- Both are limited—need to justify and apply early!
Outgoing Money: General spending guidelines

- No deficit spending is allowed.
- All payment requests must include the complete FOAP
- Two authorized signers required for any purchase
  - One officer and the Faculty/Staff Advisor or two officers
- Submit all requests to Accounting 212 Hover
  - Contact information–
    - (487-1321) or
    - busfin_generalaccounting@emich.edu
- Invoices are paid net 30 (within 30 days)
Checks are printed every Tuesday.
- Information must be received on or before the previous Tuesday in order to be processed the following Tuesday

Checks cannot be picked up; they must be mailed.

Contact Accounts Payable in 104 Hover (734)487-0022 for questions if a vendor’s check has been mailed but not received.

We can also make payments electronically. Contact Accounts Payable in 104 Hover or at (734)487-0022 for help in setting this up.
Outgoing Money: General spending guidelines

- Supporting Documentation is required for all expenses
  - Itemized receipts, unless an online purchase
  - Online purchases
    - Purchase confirmation, similar to an itemized receipt.
    - Complete company address
    - Amount paid
    - Clearly state the item(s) purchased

- Credit card statements are **not** acceptable
- Vendor Statements are **not acceptable** in lieu of itemized receipts.
Outgoing Money: Specific spending guidelines

- The spending process depends on whether you’re buying *material goods* or *services* from the vendor.
  - "Goods" are supplies, materials, travel costs, etc.
  - "Services" include playing music, performing readings, comedy, storytelling, dance, magic acts, disc jockeys, etc.

- It also depends on whether the vendor is an *Independent Contractor* or an *Employee Consultant*
  - *Independent Contractor Approval* status request:

- Finally, it depends on whether you are paying the vendor directly, or reimbursing a member for expenses they’ve already paid to the vendor.
Outgoing Expenditures Flow Chart

Save for reference:

Click HERE for X-Fund Spending Guide
Outgoing Money: Specific Spending Guidelines – Member reimbursements

- For goods:
  - Include original clearly marked itemized receipts showing proof of payment.
    - Credit card slips are not acceptable in lieu of itemized receipts.

- For services: reimbursements are not allowed due to IRS tax ramifications.
# EASTERN MICHIGAN UNIVERSITY

## Direct Pay

Please fill out ALL information and submit to the Accounts Payable Department for approval.

If you have any questions, please call 734-487-0022 for assistance.

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Name</td>
<td>Name of vendor/Person to be paid/reimbursed</td>
</tr>
<tr>
<td>Street Address</td>
<td>Mailing Address check to be mailed to</td>
</tr>
<tr>
<td>Phone</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>Anywhere, USA</td>
</tr>
<tr>
<td>State/Zip Code</td>
<td>12345</td>
</tr>
<tr>
<td>Fund Code</td>
<td>0000001</td>
</tr>
<tr>
<td>Org Code</td>
<td>0005</td>
</tr>
<tr>
<td>Account Code</td>
<td>00</td>
</tr>
<tr>
<td>Program Code</td>
<td>00</td>
</tr>
<tr>
<td>Activity Code</td>
<td>00</td>
</tr>
<tr>
<td>Location Code</td>
<td>00</td>
</tr>
<tr>
<td>Split Amount</td>
<td></td>
</tr>
<tr>
<td>Invoice Date</td>
<td>08/30/2011</td>
</tr>
<tr>
<td>Invoice Number</td>
<td>123456789012</td>
</tr>
<tr>
<td>Amount</td>
<td>$25.00</td>
</tr>
<tr>
<td>Total Amount</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

**Description and Reason for Purchase**

Enter the description and reason for purchase here.

Note: Vendor street address, city, state/zip, fund code, org code, and account code are required for form to print.

**Department**

Name of Student Organization

**Department Address**

Student Organization Address

**Contact Person**

Name of contact person

**Contact Phone**

(000) 000-0000

**Date**

08/30/2011

**Authorized Printed Name**

**Authorized Signature**

**Authorized Printed Name**

**Authorized Signature**

Student Organizations (A funds) require two authorized signatures.

**Accounting Signature**

**Date**

**Invoices submitted for payments not in accordance with University policies will be considered a personal expense for the individual placing the order with the vendor and will not be paid.**

Original invoice must be attached to this form. If you only have a statement, please contact the vendor and obtain an invoice.

Whenever possible, employees are encouraged to use the University Purchasing Card.

* This form is only to be used if the department has received the merchandise and payment needs to be made.
* Valid for purchases of $5,000 and under, which will not accept the University Payment Card and are not recurring.
* Does not apply to "A" funds.

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Source: [www.emich.edu/controller/payable/docs/DirectPay.pdf](http://www.emich.edu/controller/payable/docs/DirectPay.pdf)
Outgoing Money: Specific Spending Guidelines – *Goods* directly from a vendor

- Obtain an invoice from the vendor
- Call General Accounting at (734) 487-1321 to see if they have a W-9 form on file for that vendor. Or email busfin_generalaccounting@emich.edu
- If the W-9 answer is “no”:
  - See the Customer Service area in larger organizations, or the Owner or Manager of smaller organizations.
- Send the information to General Accounting in 212 Hover for approval
Outgoing Money: Specific Spending Guidelines – *Goods* directly from a vendor

- If the W-9 answer is yes:
  - Send the information to General Accounting in 212 Hover for approval

- General Accounting will forward the information to Accounts Payable
First, determine if the vendor is an *Independent Contractor* or an *Employee Consultant*

- Prior to engaging the services of an individual, you must obtain and submit an [Independent Contractor Approval Status Request](http://www.emich.edu/purchasing/docs/IndependentContractorApprovalRequestForm-020112.pdf) available at http://www.emich.edu/purchasing/docs/IndependentContractorApprovalRequestForm-020112.pdf to the Controller's Office in 201 Hover. Two authorized signatures are required.
Outgoing Money: Specific Spending Guidelines – Services from a vendor:

• If the Independent Contractor Approval Status Request is approved and the vendor is deemed to be an Independent Contractor:
  • Complete a Standard Agreement Between Owner and Contractor form available at http://www.emich.edu/purchasing/docs/StandardAgreement-022514.pdf
  • Complete a Statement of Work form available at http://www.emich.edu/purchasing/docs/STATEMENT-OF-WORK.pdf
  • Print a W-9 form available at http://www.emich.edu/controller/payable/docs/w9.pdf and have the vendor fill it out.
    • See the Customer Service area in larger organizations, or the Owner or Manager of smaller organizations.
  • Forward the information to 212 Hover.
Outgoing Money: Specific Spending Guidelines – Services from a vendor:

- If the Independent Contractor Approval Status Request is approved and the vendor is deemed to be an employee consultant (please note, this is extremely rare):
  - Forward the information to Human Resources in 140 McKenny Hall
  - Call (734) 487-1321 or email General Accounting (busfin_generalaccounting@emich.edu) for further guidance.
For *awards* to an individual

- Requires an Award Letter from the student organization that states:
  - The name of the award,
  - How the award was earned,
  - The recipient’s name & address,
  - The recipient’s EID or SSN.

If recipient is **not** an EMU student

- Attach the award to a completed Direct Pay form and W–9 form.
Outgoing Money – Specific Spending Guidelines – Awards:

- If recipient is a student
  - Attach the award to a completed Request for Student Charges & Awards form. – [www.emich.edu/sbs/docs/RequestForCharges-or-Awards.pdf](http://www.emich.edu/sbs/docs/RequestForCharges-or-Awards.pdf)
  - Deliver the form to the Chief Financial Officer in 101 Welch Hall for signature.
  - The CFO will route the form to General Accounting for processing.
  - General Accounting will route the form to Student Business Services.
  - Student Business Services will apply the award to the recipient’s student Account.
  - If the award generates a credit on the recipient’s student account, Student Business Services will generate a payment to the recipient.
Quick note on... Budgeting

- Payment Plan IS NOT a Financing plan
- Must ALWAYS contact Campus Life BEFORE you may go into debt
- Failure to do this may result in a Conduct Process and/or Frozen Org status

See more on the Payment policy here.
What’s My Balance? Obtaining Banner Permissions

- Student Organizations are encouraged to obtain Banner permissions and reconcile their X-Fund transactions monthly.

- To obtain Banner permissions
  - Complete the Finance access form found at: [www.emich.edu/busfin/docs/Banner-Finance-Access-Student-Org.pdf](http://www.emich.edu/busfin/docs/Banner-Finance-Access-Student-Org.pdf)
  - Submit the Finance Access Request form & Data Access form to 212 Hover or email them to: [busfin_generalaccounting@emich.edu](mailto:busfin_generalaccounting@emich.edu)
  - Once permissions are established, we will notify you by email.
To find out your X-fund balance

- Call 734-487-1321 or email busfin_generalaccounting@emich.edu to obtain the current balance.

- Alternately, after you obtain Banner permissions, sign into my.emich.edu
  - Select the Reports tab
    - Under Finance Tools:
      - Select Finance Self Service
      - Select Budget Queries

  Under Create a New Query Type
  - Select: Budget Status by Account on the drop down arrow
  - Select: Create Query
What’s my X-Fund Balance?

Select the following data for the report:

- Accounted Budget
- Year To Date
- Encumbrances
- Available Balance
- Select Continue
Fill in the following areas:

**Fiscal year:** 2015  
**Fiscal period:** 15  
**Chart of Accounts:** E  
**Fund:** Your X-fund  
**Organization:** 200001

*Check the box for:* Include Revenue Account  
*Select:* Submit Query

Scroll down under **Query Results**—Under Query Results Last Column)= Available Balance.

Click on the highlighted numbers for more detail.

Questions? call (734) 487-1321
Important Reminders

- Never use EMU’s Tax ID for any reason.
  - *(If your student org requires use of a Tax ID contact your national organization or apply for one at [www.irs.gov](http://www.irs.gov))*
Important Reminders

- Keep your portal up-to-date!

  *Accounting will deny your payment requests if your portal is not updated with current information*

- All changes (ex: signers, officers, etc) are updated through the web portal.

- X-Funds will automatically be closed by Accounting if inactive for a period of 2 years.
Forms for Managing your Fund may be obtained from www.emich.edu/busfin/forms.php
Campus Life

345 Student Center
734–487–3045

- Katherine Curley
  340S Student Center
  kcurley@emich.edu

- Hiba Baghdadi
  345 Student Center
  hbaghdad@emich.edu

- Jacob Butterfield
  345 Student Center
  jbutterf@emich.edu

General Accounting

- Lillian Tusson
  212 Hover
  Direct Line: 734–487–1440
  ltusson@emich.edu

- Mary Beth Irwin
  212 Hover
  Direct Line: 734–487–3326
  mirwin1@emich.edu

- General Line: 734–487–1321
  busfin_generalaccounting@emich.edu
Questions?
Thank You!