

**FOAPAL****FUND-ORGANIZATION-ACCOUNT-PROGRAM-ACTIVITY-LOCATION**

FUND 823\_ \_ \_ \_

ORGANIZATION 59015

ACCOUNT \_ \_ \_ \_ \_

PROGRAM 97

FUND	All club FUND numbers begin with 823. Your club will have its own 4 <sup>th</sup> , 5 <sup>th</sup> , and 6 <sup>th</sup> digits that are specific to your club alone.
ORGANIZATION	All club ORGANIZATION numbers 59015. This number sequence never changes.
ACCOUNT	This set of 5 numbers will change depending on the transaction you're making. See the "Student Group Account Codes" chart below to locate the number you will need.
PROGRAM	All club PROGRAM numbers are 97. This number sequence never changes
ACTIVITY AND LOCATION	Activity and Location codes are not necessary for clubs. These codes <u>ARE</u> necessary for the Student Union Board, Student Government, and the Financial Management Board.

## Examples:

- Water Club dues deposit: 823999—59015—56130—97
- Water Club FedEx Kinkos Shop flyer order: : 823999—59015—71179—97
- Water Club registration fee for Water National Convention: : 823999—59015—77020—97
- FAFO purchases \$2000 worth of equipment: 823990—59015—72310—97
- FAFO deposit of concession stand cash box startup money: 823990—59015—71071—97
- FAFO deposit of concession stand profits: 823990—59015—58002—97

This accounting system helps clubs become more fiscally responsible and keep better track of where funds are being used. In addition, the CCC can examine club spending by transaction, resulting in a possible increase in funding for clubs that make good use of their funds.

FOAPAL NUMBER HELP

<b>Student Organization Account Codes</b>		
<b>Account Number</b>	<b>Type</b>	<b>Description</b>
	<b>Deposits/Revenue</b>	
56130	Membership Fees	Dues, Hall Tax
58001	Other Sources	Apparel Sales, Ticket Revenue, Donations, all Other Sources
58002	Concession Stands	Concession Stands
71071	Financial Expense	Cash Box Start Up Cash Return
	<b>Expenses</b>	
71171	Advertising	Scholastic, Observer, Program Books, etc.
71179	Duplicating/ Copy	Duplicating and Copying Expenses
71212	Postage	Postage
72001	Supplies	Paper, Office Supplies, Costumes, Toner, Misc. Supplies, etc.
72310	Non Capital Other Equipment	Equipment Purchases up to \$2499
72450	Entertainment-General	Event Costs: Honorarium, DJ fee, Performer Travel, Hospitality, Prizes, etc.
72424	Entertainment-Food	Internal Food Served: Pizza at Meetings, Banquets, Snacks
72455	Flowers	Flowers
72503	Gifts	Thank-you Gifts, Award Recognition
72592	Rental Facilities	Rental Facilities
77020	Conference Fees	Travel, Conference Fees, Meals, Rooms and Lodging