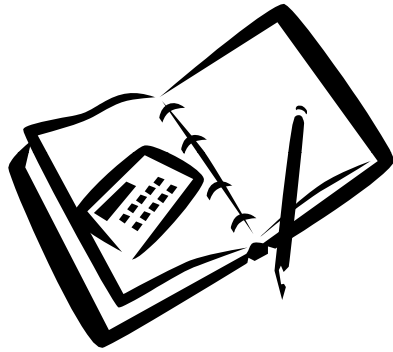


# Hall Treasury Training

September 2010

# Agenda



- How does this work?
- What is a FOAPAL?
- Where do I get the money?
- How do I spend money?
- How do I budget?
- Website Info
- Questions?

# **STRUCTURE OF HALL FINANCES**

# Structure

Hall Resident

Treasurer/Clerk/Auditor

Hall Council

Rector

Student Union Treasurer

SAO

**WHAT IS A FOAPAL?**

FOAPAL NUMBER HELP

# 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

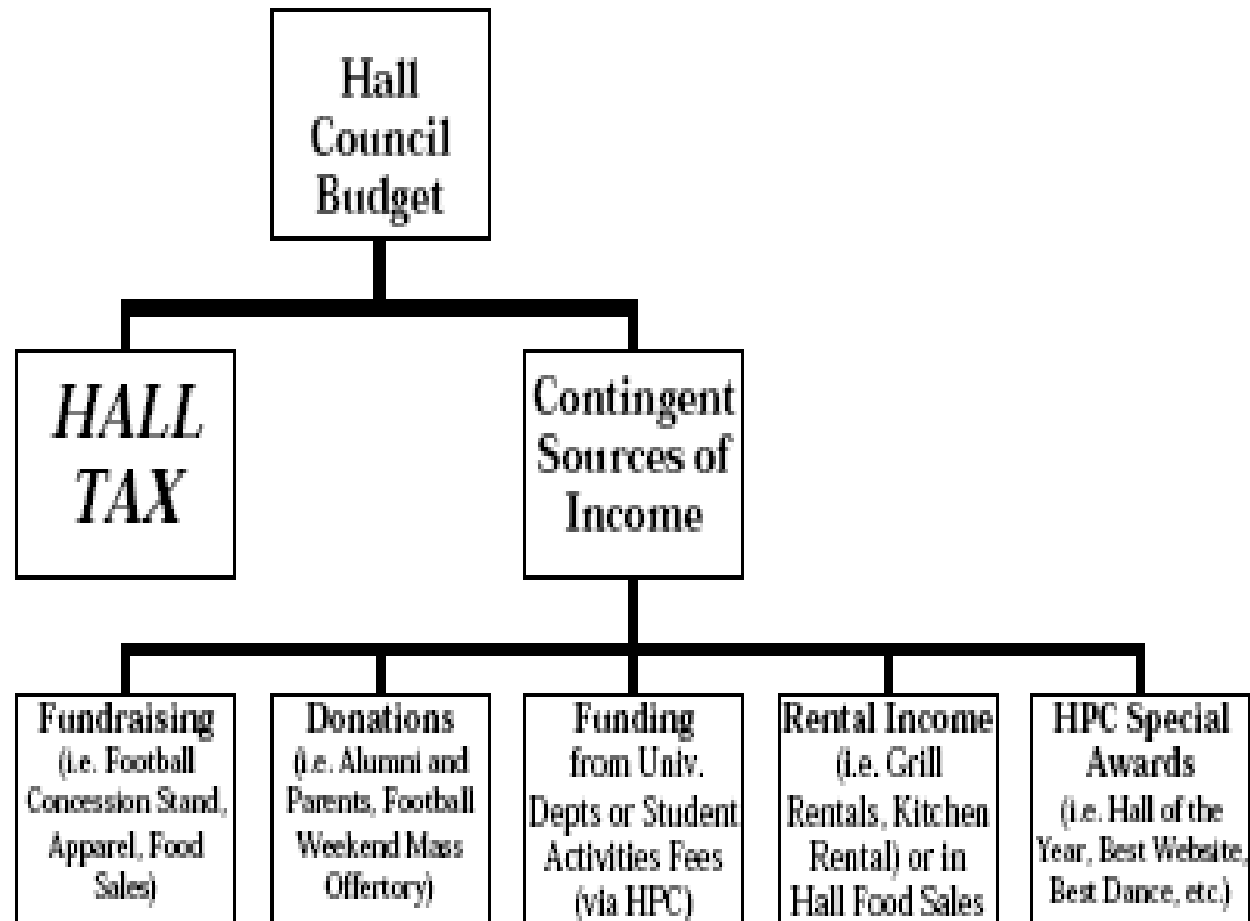
This accounting system helps clubs become more fiscally responsible and keep better track of where funds are being used. In addition, the CCC can examine club spending by transaction, resulting in a possible increase in funding for clubs that make good use of their funds.

FOAPAL NUMBER HELP

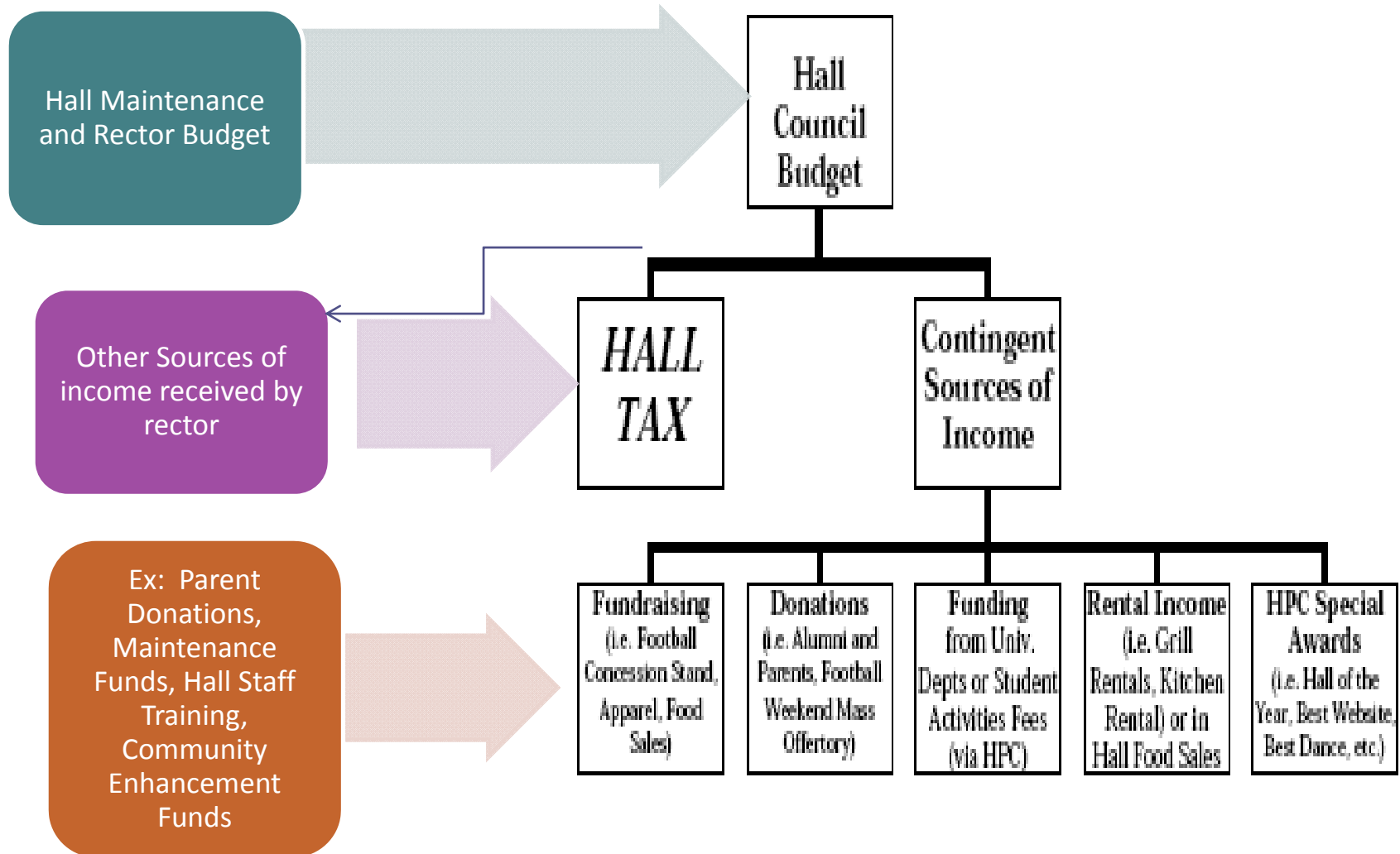
Student Organization Account Codes		
Account Number	Type	Description
	<b>Deposits/Revenue</b>	
56130	Membership Fees	Dues, Hall Tax
58001	Other Sources	Apparel Sales, Ticket Revenue, Donations, all Other Sources
58002	Concession Stands	Concession Stands
71071	Financial Expense	Cash Box Start Up Cash 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

**WHERE DOES THE MONEY COME  
FROM?**

# Hall Council finances



# Hall Funds / Rector



# Funding Opportunities for Residence Hall Governments



- Concession stands
- Hall sportswear or apparel sales
- Hall fund raising activities
- Hall tax
- In Hall food sales programs
- Ticket sales for events
- Co-sponsoring programs with other residence halls
- Donations or Mass offertories
- Grill and other equipment rentals

# Funding Opportunities from Student Government & student groups

## Hall Presidents' Council

- Hall Presidents' Council Signature Event funding
- Hall Presidents' Council awards program
- Hall Presidents' Council incentives

JPW reimbursements

## Student Government

- Council of Representatives (COR) Collaboration funds (to be used with a club cosponsor). Allocations are \$500-\$3000
- The Shirt Charity fund for medical expenses
- The Rector fund (ticket purchases, trips, etc.)



- Office of Student Affairs program for capital
- 

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- 

- Chapel supplies (to be phased out soon)
- Non-Social Programming, Educational Funding \$1500 from Student Affairs w/ Asst. Rector approval through the Office of Residence Life and Housing

# Funding Opportunities from ND departments

- Campus Ministry: Hall Retreats
- Center for Social Concerns service trips
- Catering by Design: food pickup in bulk for retreats
- Co-sponsorships with the different departments, centers and institutes
- Incentive contests from other areas such as Office of Sustainability Recyclemania

**HOW CAN I SPEND THE MONEY?**

## **How to spend from your hall account (FOAPAL) Student Union Treasurer's Office, located in the Club Resource Center, 314 C LaFortune**

### **On Campus**

- Direct charges
- Transfers between FOAPALs
- Petty Cash
- Event Cash Advance
- Student / Staff PAF – Payment for Services Form

Additionally, residents and staff can be reimbursed by

- Travel and Expense forms – soon to be travelND
- Check requisitions

### **Off Campus**

- Check requisitions to vendor
- Non Staff PAF (payment for services)
- Purchase Orders
- Credit memos to Martins and GFS
- Direct billing from selected vendors
- Procards
- Payment directly by the SUTO
- JP Morgan Chase Visa Card (rectors – used for travel)

# Direct Charges on Campus

## **Student Activities / Student Businesses**

### **SAO/ LaFortune Student Ctr**

- Address Labels
- Adworks (student business)
- Box Office (tickets, stamps, photos)
- Cake Service
- Equipment Rental
- Irish Garden (student business)
- Student Shop ND (student business)

### **Student Union Treasurer's Office**

- Ad Sales for Booklets
- Registration Fees for Events

## **Food Services**

a la Descartes	Bake Shop
Burger King	Café Commons
Café De'Grasta	Café Poche
Catering by Design	Concessions
Crossings	Decio Commons
Greenfields	Huddle Mart
Irish Ink	Kitz Kafe
Legends	North Food Court
Reckers	S'Barro
South Food Market	Starbucks
Subway	Vending Services
Waddicks	Warren Grill

# Direct Charges – On Campus

## Event Services

- Agency ND
- Anthony Travel
- Athletic Dept Ticket Office
- Copy Shop in Arts and Letters
- DeBartolo Performing Arts Ticket Office
- Domer Dollars
- Electrical Shop
- FedEx Kinkos
- General Services
- Hammes Bookstore at Eck Center
- Landscaping Services
- Morris Inn
- NDSP Staffing
- Preventive Maintenance
- RecSports Team Registration
- Rent - a- Bit / Ed Media
- Sign Shop
- St. Michael's Laundry
- Transportation Services
- University Hairstylists / Barber

## Venue Rentals

- Dining Halls: North and South
- Golf Courses - Burke and Warren
- Jordan Hall of Science
- Joyce Center Fieldhouse
- Joyce Center Ice Rink
- Knights of Columbus
- Morris Inn
- ND Conference Center
- ND Food Service: Oak Room, Reckers Hospitality, Café DeGrasta, Greenfields
- Purcell Pavilion at Joyce Center
- Rockne Memorial Gym
- Rolf Aquatic Center
- Rolfs Recreation Center
- Sacred Heart Parish Center



BUSINESS PURPOSE \_\_\_\_\_

\_\_\_\_\_  
(This must explain who, what, where, when & why.)

For reimbursement associated with the purchase of meals, prizes or gifts, please list the names of the recipient(s) or participants.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REQUESTED BY \_\_\_\_\_ (Phone)

### **REIMBURSEMENT PROCESS**

If you have incurred a budgeted expense for your club/organization/hall, you may apply for a reimbursement by completing this form. In addition to completing this form, you will also need the following:

- \* Original, itemized receipt from vendor/company, a credit card slip alone will not be accepted.
- \* For clubs only, the advisor's signature must appear on receipt.
- \* If obtaining a reimbursement for an invoice, you will need to submit a cancelled check or credit card statement showing proof that you have paid the invoice.

**Student Union Treasurer's Office  
314 C and D LaFortune Student Center  
574-631-7417**

# **BUDGETING INFO**

### Sample Hall Budget

Inflow	# students	per student cost	total	
Hall Tax	200	\$ 70.00	\$ 14,000.00	
Concession Stand			\$ 4,200.00	
Apparel Sales			\$ 3,000.00	
Dance 1 Tix (on campus)	120	\$ 15.00	\$ 1,800.00	
Dance 2 Tix (off campus)	105	\$ 20.00	\$ 2,100.00	
Dance Funding			\$ 2,000.00	
Creative Social Funding			\$ 1,500.00	
Educational Program Funding			\$ 1,500.00	
JPW Reimbursements	75	\$ 6.00	\$ 450.00	
FYO Reimbursements	75	\$ 3.00	\$ 225.00	
FYO Awards			\$ 200.00	
Mass Collections			\$ 6,000.00	
Fundraisers: Hall			\$ 1,500.00	
Fundraisers: Signature Charity			\$ 3,000.00	
HPC/ORLH HIP Funds			\$ 1,500.00	
HPC Signature Event Funds			\$ 500.00	
SAO DICE			\$ 800.00	
Tix Sales for other events/Athletic Fees			\$ 305.00	
Other:				
<b>Anticipated Income</b>				<b>\$ 44,580.00</b>

<b>Outflow</b>	(Event Expenses tied into income)				
	Concession Stand Expense			\$ 2,000.00	
	Apparel			\$ 5,000.00	
	Dance 1 (food \$3.00/person)			\$ 4,500.00	
	Dance 2 (food \$3.00/person)			\$ 6,000.00	
	Creative Social Events			\$ 1,500.00	
	Education Programs			\$ 1,500.00	
	JPW luncheon			\$ 1,000.00	
	FYO Expenses			\$ 1,000.00	
	Mass Collections			\$ 6,000.00	
	Fundraising Expenses Hall			\$ 200.00	
	Signature Charity Fundraising Exp			\$ 3,500.00	
	HPC/ORLH Matching Funds			\$ 1,600.00	
	HPC Signature Event Expense			\$ 2,000.00	
	SAO DICE Program Expense			\$ 1,100.00	
	Athletic RecSports Registrations			\$ 700.00	
	Late Night Olympics			\$ 300.00	
	Inter Hall Event Registration			\$ 400.00	
	Liturgy/Spiritual Prog, Non Ed Funds			\$ 400.00	
	Academic/ Career Prog, Non Ed Funds			\$ 400.00	
	Diversity Prog, Non Ed Funds			\$ 400.00	
	Social Programs, Non CS Funds			\$ 400.00	
	Spirit Week			\$ 1,500.00	
	Brother/Sister Hall Events			\$ 300.00	
	Hall Internal Programs (birthday, abroad, kitchen, spirit)			\$ 1,000.00	
	Hall Council Supplies/Meals			\$ 200.00	
	Gender Relations Prog			\$ 400.00	
	Service/Social Action Prog			\$ 400.00	
	Hold Back for Emergencies (2% of income)			\$ 880.00	
	Other				
	<b>Anticipated Expenses</b>				<b>\$ 44,580.00</b>
	<b>Total Inflow vs. Outflow</b>				<b>\$ -</b>

# **WEBSITES FOR TREASURERS**

# Financial Management Board

Home | Office of the Student Union Treasurer | Resources for Current FMB Members | Resources for New/Former Treasurers



*Frequently Asked Questions*

The Shirt Charity Fund | Student Business Board | FAQ

## The Financial Management Board

The Financial Management Board, also known as FMB, is composed of the Student Union Treasurer, the Policy Branch Controller, the Student Union Board Controller, the Hall Presidents' Council Treasurer, the Club Coordination Council Controller, the Judicial Council President, the Student Business Board Manager, all of the Class Council Treasurers, the Off-Campus Council President, and two Senators. It is the responsibility of the Financial Management Board to uphold the fiscal policy outlined in the Constitution of the Undergraduate Student Union.

The Financial Management Board monitors the financial activity of organizations for misuse of undergraduate student organization funds and violations of written allocations.

\*Any and all events and expenditures over \$5,000 MUST be approved by the Financial Management Board.\*

Question still not answered? Please send an email to [fmf@nd.edu](mailto:fmf@nd.edu) for questions concerning the Financial Management Board, the Shirt Charity Fund or Project, Allocations, and sources of funds. For inquires concerning forms, balances, charges, checks, and other similar topics, please send an email to [baldoni.1@nd.edu](mailto:baldoni.1@nd.edu).

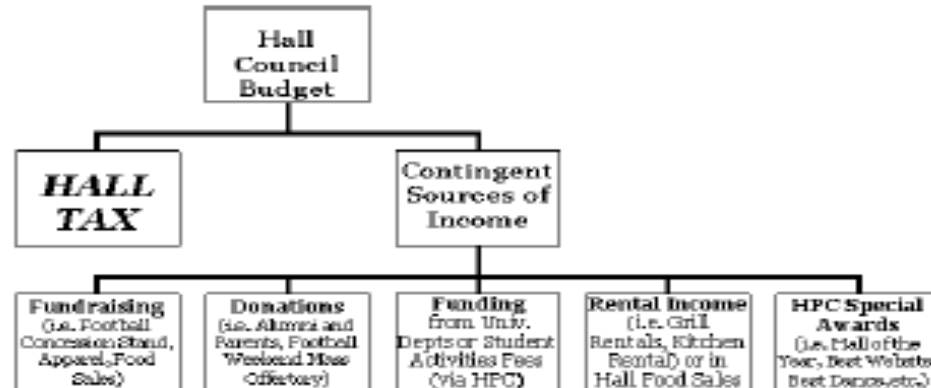
# SAO Website: [sao.nd.edu](http://sao.nd.edu)

## Student Activities Office

### RESIDENCE HALLS FINANCIAL INFORMATION

**Last updated 8-10-09**

There are different sources of funding available for hall councils to operate. Adapted from the HPC President Manual, here is a diagram of the different funding areas:



[Overview of funding programs \(in .pdf\)](#)

[Hall Council Treasurer's Information - A Guide to the Notre Dame Accounting Process](#)

#### Event Reimbursement Forms

- HPC Event Reimbursement Form
- Creative Social Funding Evaluation and Reimbursement forms
- Educational Funding Evaluation and Reimbursement forms
- Dance Funding Reimbursement form
- Student Union Application for Fund forms (used with the Student Union Treasurer's Office)
- Missing Receipt affidavit form
- DICE reimbursement expenditure form

## Event Funding Opportunities and Application Forms

- HPC New Signature Event request form
- HPC Award program (varies, check with hall president)
- Creative Social Funding (\$1500/academic year)
- Educational Funding (\$1500 / academic year)
- Dance Funding (up to \$2000 / academic year)
- Academic Programming funding (varies)
- Community Enhancement Program description and Community Enhancement Funds Application (Student Affairs / HPC) - \$1500 minimum based on tier level of the hall
- Council of Representatives (COR) funding
- The Rector Fund
- The Shirt Charity Fund
- Financial Management Board Survey Monkey assistance program
- DICE Funding
- JPW event reimbursements (transferred automatically to the hall following JPW at \$5/Junior?)
- First Year Orientation funding (transferred automatically to the hall following Fall Break)
- Hall storage program (could be used as a fundraiser)

### Event Planning forms (Used for fundraisers)

SAOnline is used by student group leaders to request approvals for all of the following

- Imprinting Merchandise Approvals
- Fundraising Approvals
- Solicitation Approvals
- Concession Stand Approvals

### Hall Food Sales application

### Misc. Budget Information

- dues ledger
- program budget template
- cosponsorship form
- free source of promotion - LaFortune Digital Signage program
- sample budget for a residence hall
- Hall deposit clip (use NERC's)

notes

notes