

Club Council Student Leaders Budgeting Procedures



RESPONSIBILITIES:

Club Officers will be responsible for tracking all income and expenses for the club. Officers will also be required to reconcile these amounts with the Office of Student Engagement and Leadership (OSEL) each semester. This will entail scheduled meetings with OSEL for discussion. Unreconciled funds will be returned to the College and may affect future allocations by Club Council.

FUNDING SOURCES:

As a club officially recognized by Club Council, you may request and be allocated funds as part of the Club Council budget request process. When your club is established, you will be assigned three indexes in which to track your income and expenses.

Your club indexes will be referenced using the following color-coding and verbiage:

- **B1 Operating – Used for budget allocations from Club Council**
- **B2 Fundraising – Used for entrepreneurial activities by the club**
- **B5 Restricted/Donations – Used for donations made to support the club**

B1 Operating

Your club will be assigned an index beginning with B1XXX to track Club Council budget allocations (also known as operating budget). Any unspent funds in the B1XXX index will be returned to Club Council or wherever the funds originated from at the end of the semester and the end of the fiscal year. Any deficits in this index must be covered from an alternative funding source before the close of the fiscal year. The Budget Office will work with OSEL who will contact your club representative to resolve these issues. It is important to monitor your income and expenses to ensure your club is operating within budget.

Your club may also receive "special allocations" and/or "fundraising boosts" from Club Council at any time during the fiscal year. These allocations will result in an increase to a B1XXX club budget during the semester. Support from other departments on campus to assist in sponsoring activities or events will also result in an increase to a B1XXX club budget. It is important to note that "fundraising boosts" received during the semester will be permitted to carry forward from fall to spring semester, but will be returned at the end of the fiscal year following the procedures outlined below.

B2 Fundraising

Your club will be assigned a B2XXX to track revenue and expense related to your entrepreneurial efforts. This can include club dues, fundraising, sales, and events, etc. organized and managed by the club. Any funds remaining in the B2XXX index will be carried forward to the next future year. Any deficits in these indexes must be covered from an alternative funding source before the close of the fiscal year. The Budget Office will work with OSEL who will contact your club representative to resolve these issues. It is important to monitor your income and expenses to ensure your club is operating within budget.

B5 Restricted/Donations

Your club will be assigned a B5XXX index. The B5XXX index will be used to track revenue and expense related to donations to support the club. Any funds remaining in the B5XXX index will be carried forward to the next future year. Any deficits in these indexes must be covered from an alternative funding source before the close of the fiscal year. The Budget Office will work with OSEL who will contact your club representative to resolve these issues. It is important to monitor your income and expenses to ensure your club is operating within budget.

ACCESSING FUNDS

You are encouraged to call the OSEL Office to arrange a time to meet with the OSEL staff to complete the necessary actions to access your funds. The OSEL Office is located in Steinman College Center on the second floor and is open 8:30 – 4:30 Monday through Friday. In order to access your funds, all income deposits and payment requests **MUST** include an accounting string. The accounting string consists of the club index, an account code, and an activity code.

Accounting String
INDEX.ACCOUNT.ACTIVITY
Example: B1010.7232.000000

Income

All activities involving the exchange of money must be approved in advance by OSEL. This includes all fundraising activities, as well as ticket sales, registrations, and other events involving payment by cash, check, or credit card. A **Funds Collection Form** must be submitted at least one week in advance of any funds collection activity. The form can be found at https://jfe.qualtrics.com/form/SV_ey9T2d4Z4Y2TtpX. The “Funds Collection Form” will allow your organization to request a cash box or funds for making change. You will be required to meet with OSEL prior to the event. At that time, agreements will be made for the duration of the event, organizational needs, and final event reconciliation.

Any income collected by your club must be brought to the OSEL Office for processing. The OSEL staff will complete a **Deposit Ticket** for you. The form along with the cash/checks/etc. will be hand delivered to the Cash Handling window located in the Diplomat Exchange in the Steinman College Center.

If a cash box is requested, at the end of each day of funds collection, it is your responsibility to count the money in the cash box. The total amount of cash should be reduced by the starting amount. This will calculate the day’s profits. The amount of profit (not including change fund) should be written on the tracking sheet on the inside of the cash box. **All deposits must be done with one week of the final day of funds collection to OSEL.**

Expenses

You may make a purchase for the club’s usage in one of three ways.

1. Personally purchase the goods and request reimbursement.
2. Request a cash advance.

3. If a personal purchase or cash advance is not feasible, special permission from OSEL can be granted to pay for the purchase on the departmental credit card.

In order to pay invoices or receive reimbursement, it is important to maintain appropriate documentation. Original receipts **MUST** accompany any requests for payment/reimbursement. In order for payment to be processed, you will contact OSEL to complete a **Disbursement Voucher** who will forward it to Accounts Payable in the Business Office for processing.

Please note that it is important for club leaders to plan in advance. Checks are run on Thursday **ONLY**. Accounts Payable in the Business Office must receive disbursement requests by Thursday at 4:00 p.m. two weeks prior to the following week's check run. In order to allow the OSEL adequate time for processing your reimbursement, payment, or advance, please submit all required items to the OSEL Office Coordinator **no later than 4 PM on Tuesday two weeks prior to the check run**. Any requests for payment to a vendor (for contracted services such as speaker agreements and other performances) **MUST** have a written contract with that vendor.

You may also request a cash advance to make a purchase for your club. You will meet with OSEL who will complete a **Student Cash Advance** form, and submit it to the Cash Handling window located in the Diplomat Exchange in the Steinman College Center. These requests can generally be processed same day. Please note the Cash Advance limit is \$200.00 at the Cash Handling window, if your request is over \$200.00, the advance will be sent to Accounts Payable for a check to be disbursed (please follow the Accounts Payable deadlines listed above). Within 15 days of the trip, event or purchase, receipts and a cash reconciliation (a list containing the amount of advance, expenses, and change remaining) must be returned to Cash Handling. Students can only have one outstanding Cash Advance at a time.

BUDGET CYCLE:

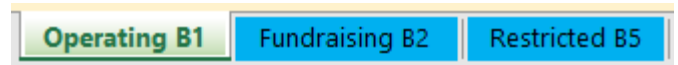
1. Fall Allocations (July)
 - a. OSEL will provide the Budget Office a listing of the Club Council approved allocation from spring budget hearings by index and account number. The Budget Office will post the allocation to the individual indexes as directed. Club Treasurers will record the budget allocation to their budget tracking sheet as advised.
2. Between Semester Takebacks/Reconciliation (December)
 - a. Takebacks of club allocations will take place at the end of the Fall Semester. Club Treasurers will work with OSEL to provide a budget reconciliation. Any unspent budget will be returned to Club Council or the funding source. Any overspent budgets must be covered with an alternative source of funds. Club indexes will return to zero balance.
Exceptions to takebacks include fundraising boosts as outlined above.
3. Spring Allocations (December)
 - a. OSEL will provide the Budget Office a listing of the Club Council approved allocation from fall budget hearings by index and account number. The Budget Office will post the allocation to the individual indexes as directed. Club Treasurers will record the budget allocation to their budget tracking sheet as advised.
4. Year-End Takebacks/Reconciliation (May)
 - a. Yearend reconciliations will take place at the end of the Spring Semester. Club Treasurers will work with OSEL to provide a budget reconciliation. Any unspent budget will be returned to Club Council or the funding source. Any overspent budgets must be covered with an alternative source of funds. Club indexes will return to zero balance.
The year-end takebacks/reconciliation will include special allocations, fundraising boosts and support from other funding sources as outlined above.

5. Special allocations and fundraising boosts (As needed)
 - a. These special budget supplements will be communicated directly to the club student leaders. OSEL will request transfers of this nature from Club Council to the appropriate B1XXX index and account code. Club Treasurers will record the additional allocations as income on the budget tracking sheet.
6. Support from other funding sources (As needed)
 - a. These special budget supplements will be communicated directly to the club student leaders. The department will request transfers of this nature from their index to the appropriate B1XXX index and account code. It is the responsibility of the Club Treasurer and OSEL to ensure funds are used appropriately and any remaining funds are returned to the supporting department. Club Treasurers will record the additional allocations as income on the budget tracking sheet.

BUDGET TRACKING:

The Budget Office has created a template for club treasurers to track budget and spending over the course of the semester. Budget training for the club officers will include overall budget information and training on the tracking sheet. This will be part of the student club leader training held early in the spring semester by OSEL.

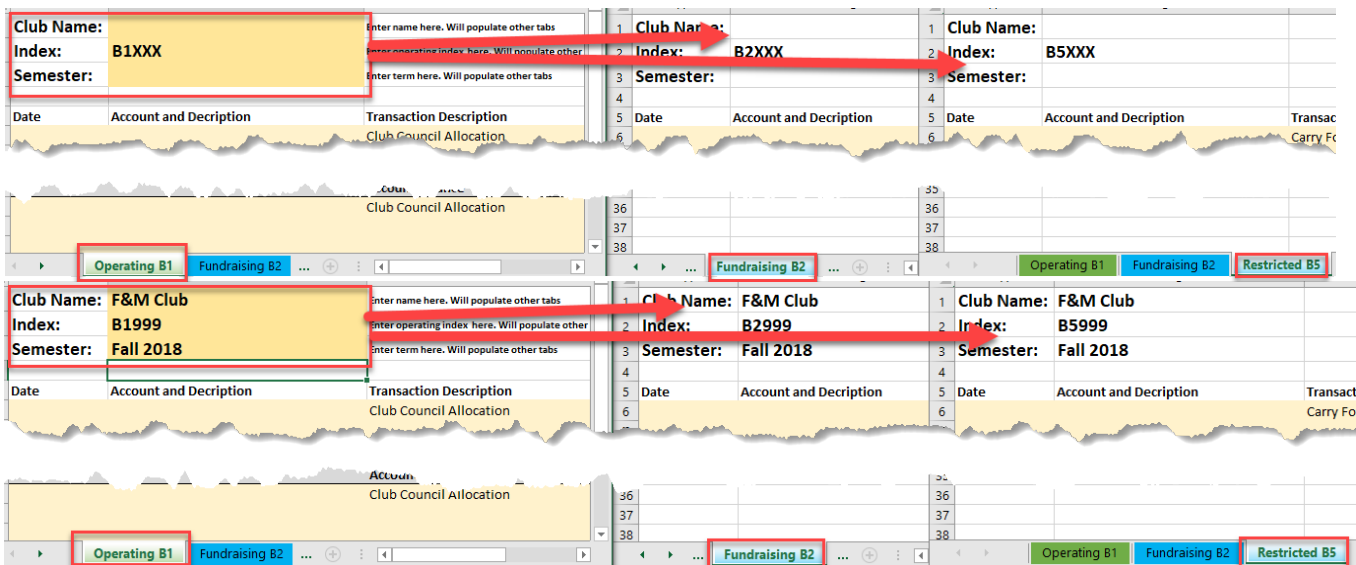
The budget tracking template contains three tabs as shown below. Each tab will be used for the specific type of funds your club has available. The tabs follow the color-coding and verbiage previously defined.



Initial setup:

1. Click on the “Operating B1” tab.
2. Enter your club name in cell B1.
3. In cell B2, change the XXX to be the last three digits of your club operating index.
4. In cell B3, enter the appropriate semester you are tracking.
5. Save the file.

Note: The steps above will populate the headings on the “Fundraising B2” and “Restricted B5” tabs. No further setup is necessary.



Operating B1:

Recording Club Council Allocation

1. Click on the “Operating B1” tab.
2. In cell A6, enter the current date for which you are inputting data.
3. Column B is set up as a dropdown selection. Click the down arrow and select the appropriate account code to record your initial Club Council allocation.
 - a. *The sheet has multiple sections to accommodate Club Council allocations by account code. **Each account allocation should be entered into a new section.***
4. In column C, enter the activity for which the allocation was approved.
5. In cell D6, the description is defaulted for you.
6. Column E is set up as a dropdown selection. Click the down arrow and select the “Club Council” appropriate source of funds to record your initial Club Council allocation.
7. In cell F6, enter the amount of the allocation.
8. Repeat in each section to record the allocations received.
9. Save the file frequently and often.

5	Date	Account and Description	Event	Transaction Description	Funding Source - Only for Allocations or Income	Allocations or Income	Expenses	Balance
6	1/5/2018	7232 - Supplies - General	Salsa Party	Club Council Allocation	Club Council	\$ 250.00		\$ 250.00
7								\$ 250.00
8								\$ 250.00
9								\$ 250.00
10								\$ 250.00
11								\$ 250.00
12								\$ 250.00
13								\$ 250.00
14								\$ 250.00
15								\$ 250.00
16								\$ 250.00
17	1/5/2018	7264 - Promotional items	Salsa Party	Club Council Allocation	Club Council	\$ 100.00		\$ 100.00
18								\$ 100.00
19								\$ 100.00
20								\$ 100.00
21								\$ 100.00
22								\$ 100.00
23								\$ 100.00
24								\$ 100.00
25								\$ 100.00
26								\$ 100.00
27								\$ 100.00
28								\$ 100.00
29								\$ 100.00
30								\$ 100.00
31								\$ 100.00
32								\$ 100.00
33								\$ 100.00
34								\$ 100.00
35								\$ 100.00
36								\$ 100.00
37								\$ 100.00
38								\$ 100.00
39								\$ 100.00
40								\$ 100.00
41								\$ 100.00
42								\$ 100.00
43								\$ 100.00
44								\$ 100.00
45								\$ 100.00
46								\$ 100.00
47								\$ 100.00
48								\$ 100.00
49								\$ 100.00
50								\$ 100.00

Recording additional fund allocations received throughout the semester

Additional allocations can come in the form of “Club Council special allocations”, “Club Council fundraising boosts”, or support from the College Houses, departments, or another club. All additional funds should be recorded and reflected in your budget-tracking sheet. If in doubt, contact OSEL for guidance. This will enable your tracking sheet to tie to the Cognos reports when working with OSEL.

1. Click on the “Operating B1” tab.
2. In column A using the appropriate account section for the additional funds received, enter the current date for which you are inputting data
3. Column B is set up as a dropdown selection. Click the down arrow and select the appropriate account code to record your additional funds.
4. In column C, enter the activity for which the additional funds were granted.
5. In cell D6, enter a description for the additional funding source.

- Column E is set up as a dropdown selection. Click the down arrow and select the appropriate source of funds to record your transaction.
- In cell F6, enter the amount of the allocation.
- Repeat as necessary. The balance will be updated automatically. **Make sure the balance has increased!**

A	B	C	D	E	F	G	H	
1	Club Name: F&M Club	Enter name here. Will populate other tabs			Input Fields			
2	Index: B1XXX	Enter operating index here. Will populate other tabs			Input Fields			
3	Semester: Spring 2018	Enter term here. Will populate other tabs						
4								
5	Date	Account and Description	Event	Transaction Description	Funding Source - Only for Allocations or Income	Allocations or Income	Expenses	Balance
6	1/5/2018	7232 - Supplies - General	Salsa Party	Club Council Allocation	Club Council	\$ 250.00		\$ 250.00
7	2/3/2018	7232 - Supplies - General	Salsa Party	Cosponsor of activity - New College House	College House	\$ 300.00		\$ 550.00
8								\$ 550.00
9								\$ 550.00
10								\$ 550.00
11								\$ 550.00
12								\$ 550.00
13								\$ 550.00
14								\$ 550.00
15								\$ 550.00
								Account Balance
								\$ 550.00

Recording income generated throughout the semester

Note: If you are collecting income, ask yourself if it should be recorded in the operating B1 index? If in doubt, contact OSEL for guidance. If the income is related to an event funded by Club Council, the answer is likely Yes. Income should be recorded in its own section. This will enable your tracking sheet to tie to the Cognos reports when working with OSEL.

- Click on the “Operating B1” tab.
- In column A using the next available section, enter the current date for which you are inputting data
- Column B is set up as a dropdown selection. Click the down arrow and select the appropriate account code to record your income. Income accounts begin with 5.
 - The sheet has multiple sections to accommodate Club Council allocations by account code. **Each account allocation should be entered into a new section.**
- In column C, enter the activity for which the income was generated.
- In cell D6, enter a description for the income generated.
- Column E is set up as a dropdown selection. Click the down arrow and select the “Income” as the appropriate source of funds to record your transaction.
- In cell F6, enter the amount of the income.
- Repeat as necessary. The balance will be updated automatically. **Make sure the balance has increased!**

3	Semester: Spring 2018	Enter term here. Will populate other tabs						
4								
5	Date	Account and Description	Event	Transaction Description	Funding Source - Only for Allocations or Income	Allocations or Income	Expenses	Balance
6	1/5/2018	7232 - Supplies - General	Salsa Party	Club Council Allocation	Club Council	\$ 250.00		\$ 250.00
7	2/3/2018	7232 - Supplies - General	Salsa Party	Cosponsor of activity - New College House	College House	\$ 300.00		\$ 550.00
8	2/5/2018	7232 - Supplies - General	Salsa Party	Party City - Streamers, plates, cups, décor			\$ 237.46	\$ 312.54
9								\$ 312.54
10								\$ 312.54
11								\$ 312.54
12								\$ 312.54
13								\$ 312.54
14								\$ 312.54
15								\$ 312.54
15								Account Balance
15								\$ 312.54
16	1/5/2018	7264 - Promotional Items	Salsa Party	Club Council Allocation	Club Council	\$ 100.00		\$ 100.00
17								\$ 100.00
18								\$ 100.00
19								\$ 100.00
20								\$ 100.00
21								\$ 100.00
22								\$ 100.00
23								\$ 100.00
24								\$ 100.00
25								\$ 100.00
25								Account Balance
25								\$ 100.00
26	2/17/2018	5611 - Ticket Sales Income	Salsa Party	\$5 Fee per person at the door	Income	\$ 135.00		\$ 135.00
27								\$ 135.00
28								\$ 135.00
43								\$
44								\$
45								\$
46								Account Balance
46								CLUB BALANCE
46								\$ 547.54

Recording Expense incurred throughout the semester

1. Click on the "Operating B1" tab.
2. Find the section with the budget allocation for the specific expense you are recording (i.e. for travel expense, go to the travel section; for supplies general, go to the supplies general section). In column A using the next available row, enter the current date for which you are inputting data.
3. Column B is set up as a dropdown selection. Click the down arrow and select the appropriate account code to record your expense. Expense accounts begin with 7.
4. In column C, enter the activity for which the expense was incurred.
5. In column D, enter a description of the expense. You may want to include the vendor name in the description for tracking purposes.
6. In column G, enter the amount of the expense.
7. Repeat as necessary. The balance will be updated automatically. **Make sure the balance has decreased!**

	A	B	C	D	E	F	G	H
1	Club Name:	F&M Club	Enter name here. Will populate other tabs			Input Fields		
2	Index:	B1XXX	Enter operating index here. Will populate other tabs			Input Fields		
3	Semester:	Spring 2018	Enter term here. Will populate other tabs					
4								
5	Date	Account and Description	Event	Transaction Description	Funding Source - Only for Allocations or Income	Allocations or Income	Expenses	Balance
6	1/5/2018	7232 - Supplies - General	Salsa Party	Club Council Allocation	Club Council	\$ 250.00		\$ 250.00
7	2/3/2018	7232 - Supplies - General	Salsa Party	Cosponsor of activity - New College House	College House	\$ 300.00		\$ 550.00
8	2/5/2018	7232 - Supplies - General	Salsa Party	Party City - Streamers, plates, cups, décor			\$ 237.46	\$ 312.54
9								\$ 312.54
10								\$ 312.54
11								\$ 312.54
12								\$ 312.54
13								\$ 312.54
14								\$ 312.54
15								\$ 312.54
15								\$ 312.54
16	1/5/2018	7264 - Promotional items	Salsa Party	Club Council Allocation	Club Council	\$ 100.00		\$ 100.00
17								\$ 100.00

When all income and expense has been entered into tracking sheet, the sheet will calculate the budget balance available for the club to use in row 46.

3	Semester:	Spring 2018	Enter term here. Will populate other tabs					
4								
5	Date	Account and Description	Event	Transaction Description	Funding Source - Only for Allocations or Income	Allocations or Income	Expenses	Balance
6	1/5/2018	7232 - Supplies - General	Salsa Party	Club Council Allocation	Club Council	\$ 250.00		\$ 250.00
7	2/3/2018	7232 - Supplies - General	Salsa Party	Cosponsor of activity - New College House	College House	\$ 300.00		\$ 550.00
8	2/5/2018	7232 - Supplies - General	Salsa Party	Party City - Streamers, plates, cups, décor			\$ 237.46	\$ 312.54
9								\$ 312.54
10								\$ 312.54
11								\$ 312.54
12								\$ 312.54
13								\$ 312.54
14								\$ 312.54
15								\$ 312.54
15								\$ 312.54
16	1/5/2018	7264 - Promotional items	Salsa Party	Club Council Allocation	Club Council	\$ 100.00		\$ 100.00
17								\$ 100.00
18								\$ 100.00
19								\$ 100.00
20								\$ 100.00
21								\$ 100.00
22								\$ 100.00
23								\$ 100.00
24								\$ 100.00
25								\$ 100.00
25								\$ 100.00
26	2/17/2018	5611 - Ticket Sales Income	Salsa Party	\$5 fee per person at the door	Income	\$ 135.00		\$ 135.00
27								\$ 135.00
28								\$ 135.00
43								\$
44								\$
45								\$
46								\$ 547.54

Fundraising B2 (Also used for Restricted B5):

Recording prior year-end carry forward balance

1. Click on the “Fundraising B2” tab.
2. In cell A6, enter the current date for which you are inputting data.
3. Column B is set up as a dropdown selection. Click the down arrow, scroll to the bottom and select the account code 7998 to record your carry forward.
4. In cell C6, the description is defaulted for you.
5. In cell D6, enter the amount of the carry forward.
6. Save the file frequently and often.

A	B	C	D	E	F	
1	Club Name: F&M Club	F&M Club				
2	Index: B2999	B2999				
3	Semester: Fall 2018	Fall 2018				
4						
5	Date	Account and Description	Transaction Description	Carry Forward or Income	Expenses	Balance
6	1/4/2018	7998 - Carry Forward	Carry Forward	\$ 1,293.32		\$ 1,293.32
7		7354 - Event ticket purchases				\$ 1,293.32
8		7358 - Licenses and Fees				\$ 1,293.32
9		7362 - Miscellaneous expense				\$ 1,293.32
10		7364 - Entry Fees				\$ 1,293.32
11		7452 - Equipment rental				\$ 1,293.32
12		7444 - Equipment				\$ 1,293.32
13		7482 - Vehicle gas				\$ 1,293.32
14						\$ 1,293.32
15						\$ 1,293.32
16						\$ 1,293.32
17						\$ 1,293.32
18						\$ 1,293.32
19						\$ 1,293.32
20						\$ 1,293.32
21						\$ 1,293.32
22						\$ 1,293.32

Recording Income received throughout the semester

1. Click on the “Fundraising B2” tab.
2. In column A using the next available row, enter the current date for which you are inputting data.
3. Column B is set up as a dropdown selection. Click the down arrow and select the appropriate account code to record your income. Income accounts begin with 5.
4. In column C, enter the description of the income you collected.
5. In column D, enter the amount of the income.
6. Repeat as necessary. The balance will be updated automatically. **Make sure the balance has increased!**

A	B	C	D	E	F	
1	Club Name: F&M Club	F&M Club				
2	Index: B2999	B2999				
3	Semester: Fall 2018	Fall 2018				
4						
5	Date	Account and Description	Transaction Description	Carry Forward or Income	Expenses	Balance
6	1/4/2018	7998 - Carry Forward	Carry Forward	\$ 1,293.32		\$ 1,293.32
7	1/4/2018	5400 - Private donors and contributions	Bake sale proceeds	\$ 136.00		\$ 1,429.32
8		5610 - Miscellaneous income				\$ 1,429.32
9		5611 - Ticket Sales income				\$ 1,429.32
10		5620 - Membership Income				\$ 1,429.32
11		5623 - Entry Fees				\$ 1,429.32
12		5629 - General food sales				\$ 1,429.32
13		7232 - Supplies - General				\$ 1,429.32
14						\$ 1,429.32
15						\$ 1,429.32
16						\$ 1,429.32
17						\$ 1,429.32
18						\$ 1,429.32
19						\$ 1,429.32
20						\$ 1,429.32
21						\$ 1,429.32
22						\$ 1,429.32

TERMS:

Term	Description
Account	These numbers are four-digit codes used to classify revenues and expenses (e.g., tuition, supplies, travel, etc.).
Activity Code	These are six-digit codes used to track income and expenses related to specific projects or programs. If no activity code is needed, 000000 must be used as a default.
Budget Allocations	Funds provided by Club Council to support initiatives and programming requests by individual clubs. Budget allocations will be processed in fall and spring semesters.
Carry Forward	Funds remaining in the B2XXX or B5XXX indexes that can be used for future year activity.
Cognos	The name of the College's report writing tool. OSEL will run reports to monitor financial data for your club.
Expense	Classification assigned to track purchases and charges incurred by the club. Expense account begin with 7.
Fiscal Year	This four-digit code identifies the particular fiscal period to which a financial transaction is posted. F&M's fiscal year runs from July 1 to June 30. The fiscal year code for 2016-17 is "2017," for 2017-18 it will be "2018," etc.
Fundraising Boost	Clubs may receive "fundraising boosts" from Club Council at any time during the fiscal year. These allocations will result in an increase to a B1XXX club budget during the semester. It is important to note that these additional allocations will be permitted to carry forward from fall to spring semester but will be returned to Club Council at the end of the fiscal year.
Fundraising Budget	Assigned a B2XXX index. The B2XXX index will be used to track revenue and expense related to entrepreneurial efforts by the club. This can include club dues, fundraising, sales, etc. organized and managed by the club. Any funds remaining in the B2XXX indexes will be carried forward to the next fiscal year. Any deficits in these indexes must be covered from an alternative funding source before the close of the fiscal year.
Income	Funds earned from activities associated with providing goods and services to entities separate from the university or funds received for endowments, gifts, or grants. Income accounts begin with 5.
Index	String of components used to identify expenses and revenue in Banner. Also called FOAPAL.
Journal Entry	A form used within Banner by the Accounting or Budget Offices to make adjustments to budget amounts, corrections to expenses, etc.
Operating Budget	All clubs recognized by Club Council will be assigned an index beginning with B1XXX to track Club Council budget allocations. Used to track expense related to approved programs and initiative efforts by the club. Any funds remaining in the B1XXX indexes will be returned to Club Council at the end of the semester and the end of the fiscal year.
P-Card	Purchasing credit card used by departments to order supplies, food, etc. for ongoing departmental activities.
Purchase Order	Form entered in Banner by Purchasing to provide for a contract with a vendor for a particular good or service. When approved by Purchasing, the system converts a purchase requisition to an official purchase order (PO).
Requisition	Also called purchase requisition. Form entered in Banner to provide for a contract with a vendor for a particular good or service. When approved by Purchasing, the system converts a purchase requisition to an official purchase order (PO).
Restricted Budget	Assigned a B5XXX index. The B5XXX index will be used to track revenue and expense related to donations to support the club. Any funds remaining in the B5XXX indexes will be carried forward to the next fiscal year. Any deficits in these indexes must be covered from an alternative funding source before the close of the fiscal year.
Reconciliation	Process of comparing the listing of income and expenses on the budget-tracking sheet to the balance provided by OSEL using Cognos reports.
Revenue	Funds earned from activities associated with providing goods and services to entities separate from the university or funds received for endowments, gifts, or grants.
Special Allocations	Clubs may receive "special allocations" at any time during the fiscal year. These allocations will result in an increase to a B1XXX club budget during the semester. These

	allocations are approved and occur outside of the formal funding request timeline. It is important to note that these additional allocations will be permitted to carry forward from fall to spring semester but will be returned at the end of the fiscal year following the procedures outlined below.
Takeback	The process of returning unspent allocations to Club Council at the end of the semester or at the end of the Fiscal year from the B1XXX Operating indexes.

ACCOUNT CODES:

Income:

Account #	Account Description	To be used for:
5400	Private donors and contributions	Used to track income received from donors in support of new clubs, initiatives, etc. These funds will be received and recorded by the Advancement Office.
5610	Miscellaneous Income	Used to track any additional income not otherwise identified.
5611	Ticket Sales Income	Used to track all income related to the sale of tickets for performances, events, etc. sponsored by the club.
5620	Membership Income	Used to track income received from all members of the club paying memberships or dues to be an active participant of the club.
5623	Entry Fees	Used to track income related to events sponsored by the club to which other groups or individuals are charged to participate in the event.
5629	General food sales	Used to track concession sales on food or drinks provided by the club at an activity or event.

Expenses:

Account #	Account Description	To be used for:
7242	Books	Purchases of books and media such as CD's and DVD's
7232	Supplies - General	Used for all types of supplies excluding computer accessories (use 7348). Examples include pens, paper clips, copy paper, etc.
7238	Dues and memberships	Organizational dues and membership fees
7252	Printing	Professional printing services or photocopying by an outside vendor. Includes programs, flyers, posters, letterhead, envelopes, and business cards.
7256	Copying	On-campus copier/printing charges
7262	Advertising	Marketing initiatives such as in newspaper or periodicals
7264	Promotional items	Marketing paraphernalia such as t-shirts, cups, water bottles, etc.
7272	Conferences and Meetings	Cost of registration fees for conferences.
7275	Professional development	Webinars, career coaching, and training classes.
7282	Recruiting	Costs of hosting potential students.
7285	Travel	Domestic travel expenses for employees or speakers includes mileage, airfare, tolls, lodging, and meals
7286	Travel - student	Domestic travel expenses for students includes mileage, airfare, tolls, lodging, and meals
7292	Food - General	Cost of food for events and activities.
7297	Food - on campus	Used for Sodexo catering charges only.
7322	Professional fees - general	All types of professional, contract, and maintenance services can be charged here. Do not use for IT services (use 7346).
7325	Speaker - Artist - Model Fees	Fees paid to special performers at College events. Includes honorariums, speaker fees, performance costs, etc.
7342	Computer software	Software purchases, cost of software upgrades, purchasing of apps.
7346	Computer maintenance	IT/computer equipment maintenance services, repairs, contracts, tech support, etc. Includes maintenance for hardware or software.

7352	Prizes and awards	Cash and non-cash awards such as watches, rings, trophies, etc. Monetary awards MUST BE approved by VP for Finance and Administration prior to request being sent to Business Office for processing.
7354	Event ticket purchases	Theatre, sporting events, concerts, and/or amusement park tickets, etc.
7358	Licenses and Fees	Renewal of or cost of first time license and fees related to site licenses, database lists, housing licenses, building permits, or auto registrations.
7362	Miscellaneous expense	Should not be used unless there is NO other account appropriate for an expense.
7364	Entry Fees	Event entry fees such as to play golf or tournament fees.
7432	Equipment rental	Any type of short term agreement to rent equipment such as table, chairs, tents, sports equipment, plants, etc.
7444	Equipment	Used for the purchase of non-computer equipment such as shelving, camera equipment, small tools, etc.
7482	Vehicle gas	Used for the purchase of gasoline for vehicles or equipment such as mowers, golf carts, etc.
7998	Carry Forward	Budget balance that was remaining in the prior year that can be used to pay expenses in the current fiscal year.

ACTIVITY CODES:

The use of activity codes other than 000000 is optional and can be used at the discretion of club leadership and OSEL.

Code	Description	To be used for:
000000	Generic Activity Code	Must be used in all instances if not using a specific activity code BXXXXX
BCOPYS	Club Copying	Copying materials for club use
BFLCL1	Fall Club Event 1	Track income and expenses related to the 1 st event of fall semester
BFLCL2	Fall Club Event 2	Track income and expenses related to the 2 nd event of fall semester
BFLCL3	Fall Club Event 3	Track income and expenses related to the 3 rd event of fall semester
BFLCL4	Fall Club Event 4	Track income and expenses related to the 4 th event of fall semester
BFLCL5	Fall Club Event 5	Track income and expenses related to the 5 th event of fall semester
BFLCL6	Fall Club Event 6	Track income and expenses related to the 6 th event of fall semester
BSPCL1	Spring Club Event 1	Track income and expenses related to the 1 st event of spring semester
BSPCL2	Spring Club Event 2	Track income and expenses related to the 2 nd event of spring semester
BSPCL3	Spring Club Event 3	Track income and expenses related to the 3 rd event of spring semester
BSPCL4	Spring Club Event 4	Track income and expenses related to the 4 th event of spring semester
BSPCL5	Spring Club Event 5	Track income and expenses related to the 5 th event of spring semester
BSPCL6	Spring Club Event 6	Track income and expenses related to the 6 th event of spring semester