

Institutional Organization Student Leaders Budgeting Procedures



RESPONSIBILITIES:

Institutional officers will be responsible for tracking all income and expenses for the organization. Officers will also be required to reconcile these amounts with their adviser and the Office of Student Engagement and Leadership (OSEL) each semester. This will entail scheduled meetings for discussion. Unreconciled funds may be returned to the College and could affect future organizational privileges.

FUNDING SOURCES:

As an institutional organization officially recognized by the College, you may be allocated operating funds as part of the College's annual budget process. When your organization is established, you may be assigned one or more of the following indexes in which to track your income and expenses.

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

- **S1 Operating – Used for budget allocations from College**
- **S2 Fundraising – Used for entrepreneurial activities by the organization**
- **S5 Restricted/Donations – Used for donations made to support the organization**

S1 Operating

Your organization will be assigned an index beginning with S1XXX to track College budget allocations (also known as operating budget). Any unspent funds in the S1XXX index will be returned to College at 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 your adviser and OSEL who will contact your organizational representative to resolve these issues. It is important to monitor your income and expenses to ensure your organization operating within budget.

Your organization may also receive support from other departments on campus to assist in sponsoring activities or events will result in an increase to a S1XXX organization budget. It is important to note that any additional budget allocations received during the semester will be permitted to carry forward from fall to spring semester, but will be returned to the College at the end of the fiscal year following the procedures outlined below.

S2 Fundraising

Your organization may be assigned S2XXX indexes as needed to track revenue and expense related to your entrepreneurial efforts. This can include dues, fundraising, sales, and events, etc. organized and managed by the organization. Any funds remaining in the S2XXX 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 your adviser and OSEL who will contact your organizational representative to resolve these issues. It is important to monitor your income and expenses to ensure your organization is operating within budget.

S5 Restricted/Donations

Your organization may be assigned S5XXX indexes as needed. The S5XXX index will be used to track revenue and expense related to donations to support the organization. Any funds remaining in the S5XXX 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 your adviser and OSEL who will contact your organizational representative to resolve these issues. It is important to monitor your income and expenses to ensure your organization is operating within budget.

ACCESSING FUNDS

After conversation with your organization adviser, 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 organization index, an account code, and an activity code.

Accounting String
INDEX.ACCOUNT.ACTIVITY
Example: S1010.7232.000000

Forms

All forms indicated below should be obtained directly from OSEL staff.

In order to deposit income collected by your organization, a **Deposit Ticket** must be completed. The form along with the cash/checks/etc. must be hand delivered to the Cash Handling window located in the Diplomat Exchange in the Steinman College Center.

In order for payment to be processed, a **Disbursement Voucher** must be completed, approved by OSEL, and taken to the Cash Handling window if reimbursement is \$200.00 or less or forwarded to Accounts Payable in the Business Office if the reimbursement is over \$200.00.

Original receipts **MUST** accompany any requests for payment/reimbursement. In the event that an original receipt is lost or cannot be provided, a **Missing Receipt Form** must be completed and submitted.

You may request a cash advance to make a purchase for your organization. You must complete a **Student Cash Advance** form, submit it to OSEL for approval, and submit it to the Cash Handling window located in the Diplomat Exchange in the Steinman College Center.

If your organization is hosting an event and charging participants a cash fee either in advance or at the door, or you are conducting a fundraiser such as a bake sale, movie night, candy sale, etc., the organization can request a cash box. A **Cash Box** (change fund) form must be completed and approved by OSEL.

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 organization 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, 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 cash boxes must be reconciled and returned to OSEL according to advance agreement or no later than one week after the conclusion of the event.**

Expenses

You may make a purchase for the organization'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 OSEL 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 and work with OSEL.

Please note that it is important for organization 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 OSEL adequate time for processing your reimbursement, payment, or advance, please submit all required items to OSEL staff ***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 organization. You will meet with OSEL who will assist you with this process. Please note the Cash Advance limit is \$200.00. Students can only have one outstanding Cash Advance at a time.

BUDGET TRACKING:

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

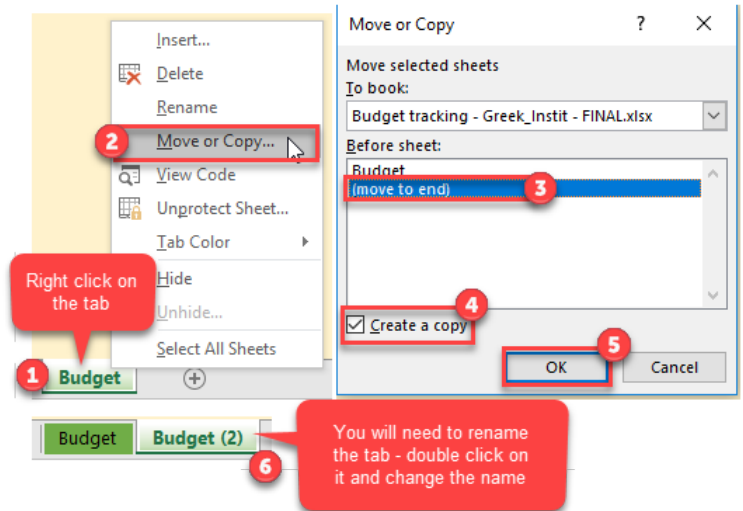
Initial Setup

1. Enter your organization name.
2. Enter your index.
3. Enter the semester for which the tracking is being complete.

| | A | B | |
|---|-------------------|--------------------------|-------------------|
| 1 | Club Name: | Ben's Underground | Enter name here. |
| 2 | Index: | S1999 | Enter index here. |
| 3 | Semester: | Spring 2018 | Enter term here. |

Note: You may copy the tab for any additional indexes you need to track.

1. Right click on the tab.
2. Select Move or Copy.
3. Select (move to end).
4. Make sure Create a copy is checked.
5. Click OK.
6. You will need to rename the tab. Double click on it and type a new name.



Recording Budget Allocations

Budget allocations can result from original budget allocations from the College, support from departments, or another organization. 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 your adviser or OSEL.

Save the file frequently and often!

1. In column A, enter the current date for which you are inputting data.
2. Column B is set up as a dropdown selection. Click the down arrow and select the appropriate account code to record your budget allocation. Budget allocations are generally assigned to an expense account. Expense accounts begin with 7.
3. In column C, enter a description for the budget allocation. You may want to include the source of funding in your description.
4. In column D, enter the amount of the allocation.
5. Repeat to record any additional allocations received. ***Make sure the balance has increased!***

| A | B | C | D | E | F | |
|----|------------------------------|---------------------------|---|-----------------------|----------|-------------|
| 1 | Club Name: Ben's Underground | Enter name here. | Input Fields | | | |
| 2 | Index: S1999 | Enter index here. | Input Fields | | | |
| 3 | Semester: Spring 2018 | Enter term here. | | | | |
| 4 | | | | | | |
| 5 | Date | Account and Description | Transaction Description | Allocations or Income | Expenses | Balance |
| 6 | 1/5/2018 | 7232 - Supplies - General | College budget allocation | \$ 5,200.00 | | \$ 5,200.00 |
| 7 | 1/18/2018 | 7264 - Promotional items | Biology Department - Support for t-shirts | \$ 250.00 | | \$ 5,450.00 |
| 8 | | | | | | \$ 5,450.00 |
| 9 | | | | | | \$ 5,450.00 |
| 10 | | | | | | \$ 5,450.00 |
| 11 | | | | | | \$ 5,450.00 |
| 12 | | | | | | \$ 5,450.00 |
| 13 | | | | | | \$ 5,450.00 |
| 14 | | | | | | \$ 5,450.00 |

| Account and Description |
|---|
| 5400 - Private donors and contributions |
| 5610 - Miscellaneous Income |
| 5611 - Ticket Sales Income |
| 5620 - Membership Income |
| 5623 - Entry Fees |
| 5629 - General food sales |
| 7242 - Books |
| 7232 - Supplies - General |

Recording income generated throughout the semester

Note: If you are collecting income, ask yourself if it should be being recorded in the operating S1 index? If in doubt, contact OSEL for guidance. If the income is related to an event funded by your annual College budget allocation, the answer is likely yes.

1. In column A using the next available row, enter the current date for which you are inputting data
2. 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.
3. In column C, enter the description and activity for which the income was generated.
4. In column D, enter the amount of the income.
5. Repeat as necessary. The balance will be updated automatically. **Make sure the balance has increased!**

| A | B | C | D | E | F | |
|----|------------------------------|----------------------------|---|-----------------------|----------|-------------|
| 1 | Club Name: Ben's Underground | Enter name here. | Input Fields | | | |
| 2 | Index: S1999 | Enter index here. | Input Fields | | | |
| 3 | Semester: Spring 2018 | Enter term here. | | | | |
| 4 | | | | | | |
| 5 | Date | Account and Description | Transaction Description | Allocations or Income | Expenses | Balance |
| 6 | 1/5/2018 | 7232 - Supplies - General | College budget allocation | \$ 5,200.00 | | \$ 5,200.00 |
| 7 | 1/18/2018 | 7264 - Promotional items | Biology Department - Support for t-shirts | \$ 250.00 | | \$ 5,450.00 |
| 8 | 2/3/2018 | 5611 - Ticket Sales Income | Salsa party held 1/31/18 - 201 participants | \$ 1,005.00 | | \$ 6,455.00 |
| 9 | | | | | | \$ 6,455.00 |
| 10 | | | | | | \$ 6,455.00 |
| 11 | | | | | | \$ 6,455.00 |
| 12 | | | | | | \$ 6,455.00 |

Recording expense incurred throughout the semester

1. In column A using the next available row, enter the current date for which you are inputting data.
2. 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.

3. In column C, enter a description of the expense. You may want to include the vendor name in the description for tracking purposes.
4. In column E, enter the amount of the expense.
5. Repeat as necessary. The balance will be updated automatically. ***Make sure the balance has decreased!***

| | A | B | C | D | E | F |
|----|-------------------|--------------------------------|---|------------------------------|-----------------|----------------|
| 1 | Club Name: | Ben's Underground | Enter name here. | Input Fields | | |
| 2 | Index: | S1999 | Enter index here. | Input Fields | | |
| 3 | Semester: | Spring 2018 | Enter term here. | | | |
| 4 | | | | | | |
| 5 | Date | Account and Description | Transaction Description | Allocations or Income | Expenses | Balance |
| 6 | 1/5/2018 | 7232 - Supplies - General | College budget allocation | \$ 5,200.00 | | \$ 5,200.00 |
| 7 | 1/18/2018 | 7264 - Promotional items | Biology Department - Support for t-shirts | \$ 250.00 | | \$ 5,450.00 |
| 8 | 2/3/2018 | 5611 - Ticket Sales Income | Salsa party held 1/31/18 - 201 participants | \$ 1,005.00 | | \$ 6,455.00 |
| 9 | 2/5/2018 | 7232 - Supplies - General | Party City - streamers, décor - Salsa party | | \$ 386.52 | \$ 6,068.48 |
| 10 | 2/17/2018 | 7262 - Advertising | Salsa party - flyers, banners | | \$ 152.97 | \$ 5,915.51 |
| 11 | | | | | | \$ 5,915.51 |
| 12 | | | | | | \$ 5,915.51 |
| 13 | | | | | | \$ 5,915.51 |
| 14 | | | | | | \$ 5,915.51 |

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 the college or other departments to support initiatives and programs by individual organizations. |
| Carry Forward | Funds remaining in the S2XXX or S5XXX indexes that can be used for future year activity. |
| Cognos | The name of the College's report writing tool. Your adviser or OSEL will run reports to monitor financial data for your organization. |
| Expense | Classification assigned to track purchases and charges incurred by the organization. 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 Budget | Assigned a S2XXX index. The S2XXX index will be used to track revenue and expense related to entrepreneurial efforts by the organization. This can include dues, fundraising, sales, etc. organized and managed by the organization. Any funds remaining in the S2XXX 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 organizations recognized by College and allocated budget will be assigned an index beginning with S1XXX to track budget allocations. Used to track expense related to approved programs and initiative efforts by the organization. Any funds remaining in the S1XXX indexes will be returned to the College at 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 S5XXX index. The S5XXX index will be used to track revenue and expense related to donations to support the organization. Any funds remaining in the S5XXX 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 your adviser or 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 | Organizations may receive additional budget allocations at any time during the fiscal year. These allocations will result in an increase to a S1XXX organization budget during the semester. These additional budget allocations are funds transferred from another department or organization to support a specific activity. It is important to note that these additional allocations will be returned to the College at the end of the fiscal year. |

ACCOUNT CODES:

Income:

| Account # | Account Description | To be used for: |
|------------------|----------------------------------|---|
| 5393 | Interdepartmental Revenue | Used to track income received from another College department. |
| 5400 | Private donors and contributions | Used to track income received from donors in support of new organizations, initiatives, etc. These funds will be received and recorded by the Advancement Office. |
| 5402 | Priv Contrib - Donor Designated | Used to track income from donors intended to support the organization. |
| 5604 | Fines Income | Used to track income from the payment of fines. |
| 5607 | Vendor Commissions Income | Used to track income received as payment for the use of a vendor's services. |
| 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 organization. |
| 5620 | Membership Income | Used to track income received from all members of the organization paying memberships or dues to be an active participant of the organization. |
| 5622 | Advertising Income | Used to track any income from selling advertising opportunities to another group. |
| 5623 | Entry Fees | Used to track income related to events sponsored by the organization to which other groups or individuals are charged to participate in the event. |
| 5624 | General Merchandise Sales | Used to track any income from selling miscellaneous categories of general merchandise. |
| 5629 | General food sales | Used to track concession sales on food or drinks provided by the organization at an activity or event. |
| 5700 | Student Room | Used to track income received for organization-operated room and board. |
| 5720 | Rental Income | Used to track income received for organization rentals to outside organizations. |
| 5721 | Maintenance Fees | Used to track income received for the care and maintenance of the organization's property. |

Expenses:

| Account # | Account Description | To be used for: |
|------------------|----------------------------|--|
| 7232 | Supplies - General | Used for all types of supplies excluding computer accessories (use 7348). Examples include pens, paper clips, copy paper, etc. |
| 7235 | Supplies-Dept Specific | Supply items individual departments want to track separately. Can potentially be paired with an activity code if there are multiple supplies a department wishes to track. |
| 7238 | Dues and memberships | Organizational dues and membership fees |
| 7242 | Books | Purchases of books and media such as CD's and DVD's |
| 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 |
| 7288 | Travel-Participant Support | Domestic travel expenses for non-student participants includes airfare, tolls, lodging, and meals |
| 7292 | Food - General | Cost of food for events and activities. |
| 7295 | Alcohol | ALL alcohol expense MUST be coded here - should include portion of the tip that was for the alcohol portion of the bill. Alcohol purchases must be approved by a Senior Officer before being submitted to the Business Office. |
| 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. |
| 7348 | Computer Accessories | IT related supplies |
| 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 Expenses | Expense that cannot be categorized specifically according to codes provided. |
| 7364 | Entry Fees | Event entry fees such as to play golf or tournament fees. |
| 7366 | Postage | Postage/shipping charges/bulk mail charges; Note-Shipping as part of purchasing an item is part of the cost of the item, not a separate postage expense. |
| 7372 | Phone and Data | Monthly phone charges - allocated across all campus departments. |
| 7374 | Cable and Internet Fees | Monthly cable and internet charges |
| 7376 | Waste Removal | Regular waste removal charges for organization use |
| 7378 | Electricity | Monthly electricity charges for organization use |
| 7383 | Gas | Monthly gas charges for organization use |
| 7395 | Outside Expense Reimbursement | Reimbursement of any party external to the organization for goods or services used by the organization |
| 7432 | Equipment rental | Any type of short term agreement to rent equipment such as table, chairs, tents, sports equipment, plants, etc. |
| 7434 | Facilities Rental | Rentals of facilities for space for events. |

| | | |
|-------------|--------------------------|--|
| 7444 | Equipment | Used for the purchase of non-computer equipment such as shelving, camera equipment, small tools, etc. |
| 7472 | Repairs-Equipment | Repairs expense related to any piece of equipment on campus that is not part of a maintenance agreement (if so, use account 7322 or 7324) and is not computer-related (if so, use 7346). |
| 7473 | Repairs-Vehicles | Repairs expense related to any vehicle on campus that is not part of a maintenance agreement (if so, use account 7322 or 7324) and is not computer-related (if so, use 7346) |
| 7482 | Vehicle Gas | Gas required to operate a vehicle for organization use. |
| 7852 | Charitable Contributions | Gift to support an organization unaffiliated with the College. |
| 7968 | Budget Allocations | Budget Only - if budget dollars are in here, budget managers should actively try to move those dollars to the line items where spending is taking place |
| 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 organization 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. |
| BFLBN1 | Fall Ben's Event 1 | Track income and expenses related to the 1 st event of fall semester. |
| BFLBN2 | Fall Ben's Event 2 | Track income and expenses related to the 2 nd event of fall semester. |
| BFLBN3 | Fall Ben's Event 3 | Track income and expenses related to the 3 rd event of fall semester. |
| BFLBN4 | Fall Ben's Event 4 | Track income and expenses related to the 4 th event of fall semester. |
| BFLBN5 | Fall Ben's Event 5 | Track income and expenses related to the 5 th event of fall semester. |
| BSPBN1 | Spring Ben's Event 1 | Track income and expenses related to the 1 st event of spring semester. |
| BSPBN2 | Spring Ben's Event 2 | Track income and expenses related to the 2 nd event of spring semester. |
| BSPBN3 | Spring Ben's Event 3 | Track income and expenses related to the 3 rd event of spring semester. |
| BSPBN4 | Spring Ben's Event 4 | Track income and expenses related to the 4 th event of spring semester. |
| BSPBN5 | Spring Ben's Event 5 | Track income and expenses related to the 5 th event of spring semester. |
| BFLCE1 | Fall CEC Event 1 | Track income and expenses related to the 1 st event of fall semester. |
| BFLCE2 | Fall CEC Event 2 | Track income and expenses related to the 2 nd event of fall semester. |
| BFLCE3 | Fall CEC Event 3 | Track income and expenses related to the 3 rd event of fall semester. |
| BFLCE4 | Fall CEC Event 4 | Track income and expenses related to the 4 th event of fall semester. |
| BFLCE5 | Fall CEC Event 5 | Track income and expenses related to the 5 th event of fall semester. |
| BSPCE1 | Spring CEC Event 1 | Track income and expenses related to the 1 st event of spring semester. |
| BSPCE2 | Spring CEC Event 2 | Track income and expenses related to the 2 nd event of spring semester. |
| BSPCE3 | Spring CEC Event 3 | Track income and expenses related to the 3 rd event of spring semester. |
| BSPCE4 | Spring CEC Event 4 | Track income and expenses related to the 4 th event of spring semester. |
| BSPCE5 | Spring CEC Event 5 | Track income and expenses related to the 5 th event of spring semester. |
| 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. |
| 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. |
| BEVEST | Evening of Stars | Track income and expenses related to Evening of the Stars. |
| BFLFST | Fall Fest | Track income and expenses related to Fall Fest. |
| BFLSTR | Fall Stress Busters | Track income and expenses related to Fall Stress Busters. |
| BSUMFU | Summer to Fummer | Track income and expenses related to Summer to Fummer. |