

GUIDANCE FOR STUDENT ORGANIZATIONS

This guide is here to help your student organization run smoothly and stay on track. These optional tips will help you manage funds responsibly, stay organized, and make sure your group is set up for success.

CASH HANDLING CONTROLS

- Lock funds in safe when received and limit access.
- Have at least 2 members with bank account signature authority.
- Keep bank statements, either at the organization address or via online accessible to all organization officers.
- Deposit funds received within 3 days and keep deposit receipts.
- Endorse checks immediately with "For Deposit Only."
- Use the buddy system when counting cash, making deposits, or transporting funds.

- Lack of monthly reconciliations of bank accounts with signoffs and dates.
- Lack of improper cash handling procedures.
- Faculty or staff personally paying for student activities and/or travel.
- Incomplete training and constitutions.
- Improper approvals (i.e., lack of quorums) for events or related expenses.
- Lack of committee procedures/ following procedures.

COMMON OBSERVATIONS

TIPS FOR LEADERS

- Ensure Officer and Advisory transition plans.
- Maintain organized digital records.
- Track Officer and Advisor training completion.
- Keep procedures and constitutions updated annually.
- Document procedures and training for members.
- Segregate duties and access to money collection, recording, and depositing.
- Document meeting minutes and voting records.
- Ensure at least one organization officer has bank signature authority with at least 1 advisor.
- Ensure monthly bank reconciliations are documented with review, approval, and dates.
- Contact Dean of Students with any issues and Internal Audit if fraud, waste, or abuse is suspected.



GOOD PRACTICES & CONTROLS TO HAVE IN PLACE

These controls are simple steps you may want to consider to reduce risk, protect your organization's funds, and make sure everything is handled accurately and responsibly.

STUDENT ORGANIZATION GOVERNANCE

- Define criteria for student organizations to become officially registered & legal.
- Establish policies, procedures, and constitutions/charters for student organizations and committee meetings.
- Document roles and responsibilities for key personnel (Officers and Advisors). All student organizations should have at least 1 advisor.
- Conduct training programs for leaders and advisors.

FINANCIAL MANAGEMENT

- Conduct training for cash, credit card handling, budget, and procurement.
- Document officer transition procedures, including beginning and ending cash account balance sign-offs.
- Practice proper cash-handling controls, such as timely deposits, monthly bank account reconciliations, and dual signatures on checks.
- Provide receipts and keep records of all monies received by the organization and event.

EVENTS

- Implement safety procedures for events as necessary.
- Coordinate with campus police when needed.
- Communicate fire and emergency plan information.
- Notify campus personnel responsible for the program for minors of applicable events, if applicable.
- Implement student conduct policies.
- **When in doubt, ask.**

TRAVEL

- Document travel-related policies and procedures.
- Consider requiring drivers to hold a valid driver's license and auto insurance coverage if using their own vehicle.
- Faculty/staff should not share hotel rooms with students.
- Faculty/staff should not pay for student travel.

COMMITTEE PROCEDURES

- Create written procedures for all committees, including SGA and other organizations.
- Ensure incoming officer transition includes training and review of procedures.
- Follow the accurate quorum policies for all voting items (see Chapter 606 procedures), if applicable.
- Review/update procedures every 4 years and document approved revisions.
- Formally document all meeting minutes and keep on file for 5 years, then send to University Archives if applicable.

