



METHODIST UNIVERSITY
STUDENT GOVERNMENT
ASSOCIATION

2022-2023 Budget Training



House of Representatives Meeting Dates

September 1 will be our first meeting

Must send a representative

All meetings will be held in the Nursing Auditorium at 8 pm

Student Organization Update Form

- Clubs and organizations must submit their 2022 update before on or before **Thursday, September 1**, to be a recognized club/organization and to submit Fall 2023 SGA Budgets
- The link to the update form will be sent to the President and Advisor of each student organization
- President, treasurer, and advisor information must be updated and accurate

Fundraisers

- Venmo can be used for organizations and will be deposited into the agency account
- @MU_Clubs
- **MUST HAVE ALL INFORMATION IN THE DESCRIPTION**
 - **FUNDRAISER NAME**
 - **ORGANIZATION NAME**
 - **AGENCY ACCOUNT #**
 - **ITEM DONATED OR BOUGHT**

Types of Fundraisers Not Allowed

- Raffles
- Solicitation by credit card
- Door-to-door fundraising on Methodist University residence halls or owned, operated and controlled property
- Fundraising for any candidate for political office
- Sale or distribution of items that violate the University Identity Standards, Manual
- Solicitations of faculty, staff, students, and the community are not permitted without prior permission.

North Carolina Sales tax

The state of North Carolina requires that sales tax be collected on the following

- Sales tax rate – 7% (4.75% state, 2.25% Cumberland County)
 - Tangible items sold (t-shirts, bracelets, hats, etc)
 - Admission fees to on-campus events (pageants, concerts, live events)
- Sales tax rate – 8% (breakdown is same as above, additional 1% goes to Cumberland Co)
 - Prepared food items (bake sale, cookout items, etc)

General information

- Patrons must be informed that sales tax is being charged (can be as simple as a sign on the table)
- **Monies collected for items sold and sales tax collected must be deposited at the MU Office of Student Accounts as soon as possible**
- Complete the *Sales tax calculation worksheet* and submit a copy of the completed form to Accounting along with a copy of the deposit receipt received from Office of Student Accounts staff **within 5 days of the conclusion** of the event
- MU Accounting Office will calculate (from the form submitted) the amount of sales tax due to NCDOR and remit it to the state

Sales Tax Form to be completed after events

Methodist University
 Sales tax calculation worksheet

Month _____
 Event Date _____
 SOC account # _____
 Deposit date _____

Please attach a copy of the receipt provided by the Office of Student Accounts once the funds have been deposited.

Please submit a copy of this completed form and a copy of the deposit receipt to Deborah Dembosky in the Accounting Office.

If you include sales tax in the price of the ticket, please display that the item price includes NC combined sales tax of 7% (state rate of 4.75% plus Cumberland County rate of 2.25%). Or, if sales tax is charged on the price of the item, please display that sales tax will be charged at the combined rate listed above.

Item type (i.e., t-shirt, admission ticket, bracelet)	Price	Quantity sold	Price x Quantity sold
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total revenue for all items sold \$0.00

For Accounting Office Use: 7% NC DOR

Revenue	Base sales	7% Sales tax	Check
\$0.00	-	-	-
-	-	-	-

If you include sales tax in the price of the prepared food item, please display that the price includes NC combined sales tax of 8% (state rate of 4.75% plus Cumberland County rate of 2.25% plus Cumberland County prepared food tax 1%). Or, if sales tax is charged on the price of the item, please display that sales tax will be charged at the combined rate listed above.

Prepared food (i.e., bake sale items)	Price	Quantity sold	Price x Quantity sold
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total revenue for prepared food sold \$0.00

For Accounting Office Use: 7% NC DOR plus 1% Cumberland County

	Revenue	Base sales	Tax amount	Check
NC DOR 7% calculation	\$0.00	-	-	-
Cumberland County 1% calculation	\$0.00	-	-	-

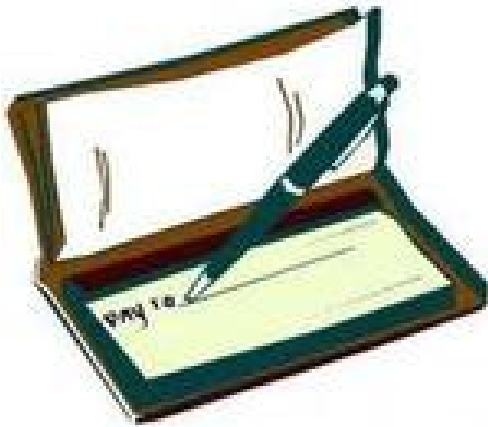
Disbursements Request - Agency Accounts

Available on your MU Portal

Adequate funding must be available to cover the requested amount including any shipping or tax charges.

A quote of the item/s to be purchased must accompany the form.

Checks are cut on Thursdays. All check requests should be submitted at least two weeks prior to the needed “purchase by” date to allow processing time.



University Credit Cards



Students may request a University Corporate Card to use for one-time purchases.

Request the corporate card at least two weeks prior to the required purchase date. All requests will be documented with a quoted price of the requested items.

The Club President or Treasurer must sign for the card.

Students are not allowed to purchase over \$500 with a MU Corporate Card.

Faculty Advisors must approve the use of the corporate card in MU Portal.

Disbursements Requests - Agency Accounts Form is used

Documentation

Once purchases for the club are complete, the person who signed out the card must turn the card into Procurement Services immediately.

Itemized receipts are required for all purchases showing the items purchased and the taxes paid.

Any unauthorized or unsubstantiated purchases will be charged to the club account and the club will no longer be allowed to use a MU corporate card for purchases.

SGA Funds vs. Non-Grant Funds

Agency account balances are made up of two balances

- SGA Funds
 - Funds that are awarded to SOCs based on the Budget (Grants) that are submitted to SGA.
 - Must be used in accordance with the Budget (Grant) award
 - Unused SGA funds are returned to the SGA.
- “Other” (or “Fundraising”) funds
 - Consist of any start-up funds that the club received
 - Plus, any fund-raising funds that have been deposited to the account
 - Less any expenditures that are allocated/charged to the account that can not be applied to an SGA grant

General Ledger coding for disbursement requests

Two separate general ledger codes will be used to help clubs track their **SGA grant fund** and **other/fund raised fund** balances.

SGA Grant Funds

For purchases that will be made with **SGA grant funds**, the general ledger coding will be

0080-00-0000-2700-**2701**-AG####

Non-Grant/Fund Raised Funds

For purchases that will be made with **other/fund raised funds**, the general ledger coding will be

0080-00-0000-2700-**2700**-AG####

When entering a requisition through the MyMU Portal, please use this coding as appropriate. If an *SOC Account Disbursement Request Form* is used, please check the appropriate box on the top right of the form.

Budget Application (also emailed to presidents)

The screenshot shows a web browser window displaying the website for Methodist University's Clubs & Organizations. The browser's address bar shows the URL www.methodist.edu/clubs-and-organizations. The website's navigation menu includes links for ADMISSIONS, FINANCIAL AID, ACADEMICS, STUDENT AFFAIRS, ALUMNI & GIVING, ATHLETICS, ABOUT MU, and MYMU. A search bar and social media icons are also present. The main banner features the Methodist University logo with the tagline "Engage. Enrich. Empower." and a photograph of students with a "Go Monarchs!" sign. Below the banner, a breadcrumb trail reads: Home / Student Affairs / Getting Involved on Campus / Clubs & Organizations. The page is divided into two main sections. On the left, under the heading "HELPFUL LINKS", there is a vertical list of buttons: STUDENT AFFAIRS, ABOUT STUDENT AFFAIRS, STUDENT INVOLVEMENT CENTER, CO-CURRICULAR TRANSCRIPT, STUDENT ACTIVITIES, CAMPUS RECREATION & INTRAMURAL PROGRAM, STUDENT GOVERNMENT, FRATERNITY & SORORITY LIFE, and CAMPUS MINISTRY. The right section is titled "CLUBS & ORGANIZATIONS" and contains the following text: "A student club, organization, or honor society is defined as any group of students who organize themselves around a common purpose. All student clubs and organizations must be approved by the Student Government Association Senate. Senate approval allows clubs and organizations to use campus facilities, publicize events, and petition the Student Senate for funding." Below this is a sub-heading "HOW TO START A NEW CLUB, ORGANIZATION OR HONOR SOCIETY" followed by the text: "If students wish to organize a new club, organization, or honor society, they should talk with the Director of the Student Involvement Center. Clubs and organizations must meet the following criteria for approval:" The Windows taskbar at the bottom shows the system tray with the time 9:14 AM and date 8/12/2016.

- STUDENT GOVERNMENT
- FRATERNITY & SORORITY LIFE
- RELIGIOUS LIFE

Scroll down
and click
here...

the Director of the Student Involvement Center. Clubs and organizations must meet the following criteria for approval:

1. Have a written constitution.
2. Have a membership of ten or more students.
3. Have a designated Methodist University employee as an advisor.
4. Register with the Office of Student Involvement by filling out the [SOC Application](#).
5. Establish a SOC account with accounting for appropriate funding purposes. (This will be done once the SOC Application is complete.)

Students wishing to organize a new club or organization can find the appropriate forms and templates below:

- [SOC Application](#)
- [Finances and Banking for SOCs \(to be filled out by Advisor\)](#)
- [Constitution Template](#)
- [Membership Roster Template](#)

New Advisors!

OTHER HELPFUL FORMS AND TEMPLATES:

- [Club & Organization Handbook \(2018\)](#)
- [Student Event Request Form](#)
- [SGA Budget Application](#)
- [SOC Account Update Form](#)
- [SOC Account Disbursement Request](#)
- [Reallocation Request Form](#)
- [Sales Tax Calculation Worksheet](#)

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ACTIVE CLUBS & ORGANIZATIONS

The most active clubs, organizations, and honor societies are listed below. Students may learn more about clubs in which they are interested by contacting the faculty advisor for those clubs. Advisors' names and phone numbers follow the general description of the Methodist University Clubs. If a club is not listed below and is considered active, please contact the Director of the Student Involvement Center.

Accounting Club

Purpose	Date	Items	Amount Needed
Spaghetti Dinner Fundraiser	September 23, 2017	Pasta- 20 boxes/ \$5 a box)- \$100 Pasta sauce-6 jars/ \$5 a jar- \$30 Garlic bread- 7 boxes/ \$7 a box- Food Lion- \$49 Disposable plates, forks, knives, and napkins- \$21 a bundle Food Lion- \$21	\$200
T-shirts for members	No Date	Scent tees- 60 shirts/ \$5 per shirt *see invoice attached*	\$320
Guest Speaker- Michael Jordan	September 30, 2017	Speaker fee- including hotel and travel	\$200
Pumpkin Smash Event	Fall semester	Pumpkins from Walmart- 30 pumpkins/\$10 a piece= \$300 Rubber mallets for smashing pumpkins- 10/\$10 a piece= \$100 Drinks, snacks and candy- \$100	\$500
Homecoming Tailgate	October 28 2017	Stadium cups from 4imprint (see attached price quote and design)	\$100
TOTAL REQUESTED			\$1,320

2023 Budget Process

1. Organization emails the budget to the methodistsgatreasurer@gmail.com
2. SGA discusses, votes, approves/disapproves items
 - Completes *Notification of Budget Award* (“pink sheet”)
 - Emails the *Notification of Budget Award* to the club/organization advisor, treasurer, and accounting office.
 - Email will include a copy of the budget, the *Notification of Budget Award* sheet, and a copy of the policies and procedures.
3. Advisor emails REPLY ALL that they agree to follow policies and acceptance of the award
4. Accounting Office processes award notification and applies funds to the SOC’s Agency account
 - Accounting emails a copy of the Notification of Budget Award packet to SOC Advisor & Treasurer for confirmation that funds have been applied to AG account

SGA Budget will not fund...

Affiliation Dues or Fees to national/regional/local organizations

Clothing or supplies for personal use

Office supplies, business cards, name tags

Organization equipment

Payment or reimbursement for gasoline for student cars

Donations (funding to another third-party organizations or agency)

Food/Beverages for exclusive club events

Entertainment that is not open to the campus community (shows, concerts, tours, social gatherings, etc.)

Reallocation Form



**METHODIST UNIVERSITY
STUDENT GOVERNMENT
ASSOCIATION**

Reallocation Request Form

Reallocations can only be made for items that have previously been approved by the Student Government Association.

SOC Account Number: _____

Date of Request: _____

Name of Club/Organization: _____

Name of Person Requesting Reallocation: _____

Phone Number of Person Requesting Reallocation: _____

Name of Club/Organization Advisor: _____

Advisor Signature: _____

SOURCE YOU ARE TAKING MONEY FROM

Item Description	Amount Already Allocated

WHERE DO YOU WANT THE FUNDS TO GO

Item Description	Amount Needed	For SGA USE ONLY: Amount Reallocated

Use the money!

Turn reallocation forms into the Campus Engagement Office

Things to know...

Unused SGA funds will be returned at the end of each school year.

Funds must ONLY be spent on the items approved by the SGA Finance Committee. The Treasurer and advisor will receive a copy of the approved grant when funding is allocated to their account.

Any reallocation of funding MUST be voted on by the SGA.

If the account becomes overdrawn, arrangements must be made to bring the account current.

It is crucial that SOC treasurers read over the “Banking/Finance for SOC Accounts” found on the website. It answers any questions with regards to the disbursement of grant funding.

SGA Budgets will be **emailed** in this year

Email your completed SGA budgets, along with any supporting documentation to methodistsgatreasurer@gmail.com

Budgets sent to Rebekah's Methodist email will **NOT** be accepted

Spring Budgets and SOC Update Form DUE

Thursday, September 1 by noon

Budgets to be sent to:
methodistsgatreasurer@gmail.com

*Take the
Money & Run!*



Need additional support?

Aly Magras, *Director of Campus Engagement*
amagras@methodist.edu,
910- 630-7022

Deborah Dembosky, *Accounting*
910-630-7322
driley@methodist.edu

Rebekah Haigler, *SGA Treasurer*

methodistsqatreasurer@gmail.com

Renee Wright, *Procurement Specialist/Corporate Card Administrator*
910-630-7349

Rewright@methodist.edu

Questions?

Email methodistsgatreasurer@gmail.com

