



METHODIST UNIVERSITY
**STUDENT GOVERNMENT
ASSOCIATION**

2023-2024 Budget Training

House of Representatives Meeting Dates

- September 7
- October 12
- November 2
- All meetings will be held in the Nursing Auditorium at 8 pm
- Victor Sobun-
 - Speaker of the House
 - Vsobun20@student.methodist.edu



Student Organization Update Form

- Clubs and organizations must submit their 2023 student organization update form by August 30. Must update advisor/president/treasurer
- This information will be used to communicate student organization budgets, tabling, and important organization information
- The form will be sent to all presidents and advisors via email.

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
- 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



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.
- A step-by-step guide will be published to the student organization page with directions on how to request check payments and corporate cards



University Credit Cards

- Advisors 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 organization 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.

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


Located on the MU Website under Student Organizations

 **METHODIST**
UNIVERSITY







APPLYREQUEST INFOVISIT

 FOR YOU ▾

 MENU



Other helpful forms and templates:

SGA Budget Application (2022-23)		SGA Budget Training (2022-23)	
Active Student Organizations		Reallocation Request Form	
Reserving a Space and resources in Coursedog		Sales Tax Calculation Worksheet	
Tabling Request Form			

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 Funding

- Recent changes have been made to ensure more funding is available for student organizations.
- There has been an increase in student organizations which means an increase in funding needed.
- SGA funding will no longer support organization t-shirts.
- All food requests must be for events open to the entire campus.

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 Caroline's Methodist email will **NOT** be
accepted

Spring Budgets and SOC Update Form DUE

Friday, September 1 by noon

Budgets to be sent to:
methodistsgatreasurer@gmail.com

*Take the
Money & Run!*



Need additional support?

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Questions?

Email methodistsgatreasurer@gmail.com

