



METHODIST UNIVERSITY  
**STUDENT GOVERNMENT  
ASSOCIATION**

2025-2026 Budget Training

# Student Organization Update Form

- ▶ You **MUST** submit an update form before; or alongside; your budget proposal. If you do not submit this form, your budget will not be reviewed.
- ▶ Clubs and organizations must submit their student organization update form by September 11 at the latest. Must update advisor/president/treasurer
- ▶ This information will be used to communicate student organization budgets
- ▶ This also includes an updated Banking and Finance Form if your treasurer or advisor has changed.

# Fundraisers

- ▶ Venmo can be used for organizations and will be deposited into the organizations 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

## ▶ 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 work sheet 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

# 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)

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
			\$0.00
			\$0.00
			\$0.00
			\$0.00
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 of 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
			\$0.00
			\$0.00
			\$0.00
			\$0.00
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	-	-	-

# Sales Tax Form to be completed after events

# Purchases

- ▶ Available on Ellucian
- ▶ Adequate funding must be available to cover the requested amount including any shipping or tax charges. This is now being looked at for each line item.
- ▶ A quote of the item/s to be purchased must accompany the form.
- ▶ Vendors must be fully approved before submitting the requisition. Previous ones should be approved.
- ▶ A step-by-step guide is published on the MU portal under the Controllers Office. You can review the video training as well as PDFs of the training.

# University Credit Cards

- ▶ Advisors may request a University Corporate Card to use for one-time purchases. Pickup from Account Payable- previous Student Financial Services location.
- ▶ 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 Ellucian

# 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

## **SGA Funds**

- ▶ Funds that are awarded to organizations 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**

- ▶ 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

## SGA Grant Funds

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

19-00-Club Number- 290001

## Non-Grant/Fund Raised Funds

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

19-00- Club Number- 290000

When entering a requisition through the Ellucian please use this coding as appropriate.

# Budget Application

- ▶ Located on the MU Website under Student Organizations
- ▶ The application will automatically submit your responses
- ▶ All fields must be completed and filed uploaded on order to submit the application
- ▶ The student organization update form must be completed and submitted before funds will be transferred

# Budget Process

- ▶ Complete the budget application. The application will automatically be sent to the SGA treasurer and the SGA advisor
- ▶ SGA will discuss the budget application and approve/table items.
- ▶ SGA will send an email to the advisor, treasurer and president with a detailed sheet showing the approved items, and the approved overall amount
- ▶ The advisor of the organization **MUST** replay all and acknowledge the amount approved.
- ▶ Once the approval email is received, accounting will work to have funding deposited into the organization account.
- ▶ Do not make purchases without the confirmation email from accounting that the funds have been placed in the account.

# SGA Budget Cap Sheet

- 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.
- The budget cap sheet can be found on the MU website under Student Organizations.

# SGA Budget Cap Sheet

## SGA Cap Sheet

<u>Item</u>	<u>Price</u>	<u>Quantity of Studnets</u>	<u>Times per Semester</u>
Confrence	Up to \$500	Up to 5 people (up to \$100 eac	1
Hotel	Based off GSA or	Up to 5 people (2-3 in one roo	1
Flights	Up to \$1,250	Up to 5 people (up to \$250 eac	1
Meals	\$ 200.00	N/A	4
Snacks	\$ 125.00	N/A	2
Pizza(Part of Meals)	\$ 100.00	N/A	4
Guest Speaker	\$ 100.00	N/A	2
Prizes	\$ 200.00	N/A	N/A
Décor	\$ 50.00	N/A	N/A
Food Truck	\$ 250.00	N/A	1
Candy	\$ 50.00	N/A	N/A
Flyers	\$ 20.00	N/A	N/A
Promotional Items	\$ 150.00	N/A	N/A
Watermelons	\$ 150.00	N/A	N/A
Dunk Tank/ Roller Skating/ Bowling	\$ 150.00	N/A	1
DJ	\$ 300.00	N/A	1
Flowers	\$ 200.00	N/A	1
Tabling Snack	\$ 100.00	N/A	3

### STIPULATIONS

The SGA resevres the right to award funds how they see fit due to extenuating circumstances

The SGA reserves trhe right to award or deny funds that are not on this list

This list is not exhaustive

Unless specified, the SGA expects all line items to be capped for the semester

The SGA ressevres the right to change these amounts at any time, but will keep it consinet in fairness, values, and equity

The SGA Treasurer, on behalf of the Finance Committee will consider all suggestions, but has the final say

Pizza is included as part of a meal, but may not exceed the cap

Donuts and other snacks for tabling are included as part of tabling/passput, but may not exceed the cap



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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: \_\_\_\_\_

# Reallocation Form

**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

# 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 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.
- ▶ Methodist University is NOT tax exempt

# Budgets and SOC Update Form

Due by: September 11 at  
noon

The earlier you submit your budgets and updated information the quicker SGA can begin working on your budget.

*Take the  
Money & Run!*



# Need additional support?

**Aly Magras**

[amagras@methodist.edu](mailto:amagras@methodist.edu)

910- 630-7022

**David Owens**

*SGA Treasurer*

[methodistsqatreasurer@gmail.com](mailto:methodistsqatreasurer@gmail.com)

**Renee Wright**

910-480-8490

[Rewright@methodist.edu](mailto:Rewright@methodist.edu)

Training documents for how to use Ellucian- find your current balance and submit requisitions can all be found on the MU portal under Controllers Office.



Questions?  
Email

[methodistsgatreasurer@gmail.com](mailto:methodistsgatreasurer@gmail.com)