# MANAGING CLUB FINANCES

by Ildiko Gyeresi



## • <u>Charging Club Dues</u>

- May be charged to student account <u>if it is submitted to</u> <u>SFS by Sep. 27</u>
- After this deadline cash or check needs to be used
- If charging student accounts CHARGES FOR CLUB DUES FORM should be used
- Electronic sign up is not accepted without the student's signature
- Maximum amount for dues is \$50
- Make copies of documents turned in to finance

# **CHARGES FOR CLUB DUES FORM**

ANDREWS UNIVERSITY – CLUBS REQUEST TO CHARGE FEES

#### Please complete and return to Elynda Bedney at Student Financial Services

#### CLUB INFORMATION

Club	Name:	

Account number to credit:

CERTIFICATION: I certify that the information on this form is complete and accurate.

Advisor's Name:	Treasurer's Name:
Advisor's Signature:	Treasurer's Signature:
Date:	

TOTAL number of students to be charged:

TOTAL amount to be credited to club account:

#### COMMENTS

# **CHARGES FOR CLUB DUES FORM**

CLUB NAME: \_\_\_\_\_

CLUB ACCOUNT # TO CREDIT: \_\_\_\_\_

My signature below indicates that I approve my student account be charged \$ \_\_\_\_\_

	Studen'ts Name	ID#	Student's Signature	Amount
	PRINT - Must be legible!			(if diff from above)
1				
2				
3				
4				
5				
6				
7				

# **DEPOSITING CLUB FUNDS**

- Bring funds to the University Cashier on the 2nd Floor of Ad Building
- Include a cover sheet that lists your club name, club account number, amount depositing, and description of deposit. (e.g. t-shirt sales, banquet tickets)

## PAYMENTS AND REIMBURSEMENTS

- To pay an individual or a company use **Club Cash/Check Request Form** and attach the receipts/invoice to it
- Up to \$100 accepted without receipt with a detailed description of the purpose
- If paying for **SERVICES**, payment must be made by Andrews University (not by a club member). Due to tax issues, a W-9 must be completed, or W-8 BEN for international students

### CLUB CASH/CHECK REQUEST FORM ANDREWS UNIVERSITY, Berrien Springs, MI

Address		ID#	Date
_		Club Name:	
Check one: Hold		Club Acct#:	
Mail	(give name and phone # to call)	Approved for Payment	( signature required
		Sponsor/President/Treasurer	Ac
Information yo	u want on check stub (15 characters max):		Check
	planation of what payment is for:		
-			
In the state of the O	lub advances and reimbursements:		
Instructions for Cl	ub advances and reimbursements:		
To make a paymen	t or receive reimbursements for expenses incu	rred on behalf of your organiz	zation, a Club Cash/
Request Form mus	st be completed and the appropriate receipts or	r invoices attached. For smal	Il advances, a descri
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# **APPROVAL REQUIREMENT**

- For amounts <\$100, the club President or Treasurer may sign
- For amount > \$100 the club Sponsor must sign
- An individual may not approve their own reimbursement

# **TAX EXEMPTION**

- Clubs are NOT tax-exempt
- We are **not able** to give tax receipt for donation

# **FINANCIAL STATEMENTS**

- Statements are available online: vault/finance/financial statements/club statements
- Club sponsors, president, and treasurer will be given access once **Club Info Update Form** is received
- Club Officers under supervision of sponsor are responsible for monitoring club's financial activity



FINANCIAL RECORDS

#### CLUB INFO UPDATE 2019-2020

CLUB NAME:
------------

CLUB ACCOUNT (11-25###):

PRESIDENT:

Email and ID#: \_\_\_\_\_

TREASURES:

Email and ID#: \_\_\_\_\_

SPONSOR: \_\_\_\_\_

Email and ID#: \_\_\_\_\_

Signature: \_\_\_\_\_

Please complete this form and send it to ILDIKO GYERESI in Financial Records.

If you have questions regarding your club's finances contact ILDIKO GYERESI via phone, email or in person:

Ildiko Gyeresi, Accountant

**Financial Records** 

Ad Building 220

269-471-6330

igyeresi@andrews.edu

### Account or Password Reset Campus Safety Chapels & Choices Enrollment Management Faculty Finance HR Reports My Account Records Recruiting Registrar Registration Residence Hall Search Senior Testing Student Financial Services Student Insurance Student Success Username Activation

#### Home » Vault

### Welcome to Vault

#### **Registration Central**

Essentials for enrolling each semester. Class selection, finances, student insurance, m Registration Central <u>FAQ</u> if you have questions.

#### The Co-Curriculum

Check your attendance record and view a list of upcoming co-curricular programs.  $\underline{Clic}$  Choices.

#### <u>iVue</u>

View Andrews University Student Profile.

#### **Degree Works**

Student planning, Advising support, Degree audit

#### <u>finVue</u>

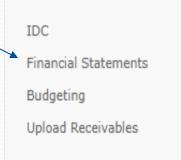
View your Financial profile, including Financial Aid.

#### <u>Campus Safety</u>

Citation and Building Management

Andrews L	ogin	
	User Name Password	@andrews.edu
	L	ogin
	🗌 Ren	nember me
	Forgot yo	ur password?

## Andrews 🕲 University



Home » Vault » Finance

### Welcome

Welcome to the Finance Applications Home Page

Choose the application of your choice from the menu on the left.

### Andrews 🕲 University

Organizational Statements

Fund Balance Reports

AR Statements

Club Statements

VP Reports

\_\_\_\_\_

WIP Statements

Other Reports

Deposit Reports

Home » Vault » Finance » Financial Statements

### **Financial Statements**

Welcome to the Financial Statements Home Page Select a report category from the menu on the left.

### Andrews 🕲 University

PARENTS

FU1

View Club Statement

Home » Vault » Finance » Financial Statements » Club Statements » View Club Stat

### Administer/View Club Statements

### View Club Statement for...

Fiscal Year:	20
Fiscal Period:	05 (September)
Club Account:	11-25301 AU CLASS OF 2021
View Statemer	t

0	PROTECTED V	TEW Be careful—files from	the Internet can cor	ntain viruses. Unless you need to edit,	it's safer to sta	y in Prote	cted View.	Enable E	diting
A2	A2 🔹 : X 🗸 $f_x$ YTD Detail Activity for 11-25301 AU CLASS OF 2021								
	А	В	С	D	E	F	G	Н	I
_	Andrews Univ								
		ivity for 11-25301 AU CL							
	•	iod 05/20 ending 30-Sep-							
	NOTE: Negativ	ve amounts designate in	come or funds a	vailable. Positive amounts ind	icate expen	ses or o	verdrafts.		
5									
6	Date	Rule Class	Doc Code	•	Amount				
7	05/01/2019	YEOB	YE190001	BEGINNING BALANCE	-\$1,928.97				
8	05/01/2019	CGEN Cashier General R	eceipt F0066333	Gayle,T 195480 Class of 2021	\$50.00				
9	05/01/2019	CGEN Cashier General R	eceipt F0066333	Omeler,C 200883 Class of 2021	\$100.00				
10	05/31/2019	FT01 Interfund Transfer	J0047408	DIST GEN STU FEE-UNDERGR/	-\$96.39				
11	06/30/2019	FT01 Interfund Transfer	J0047428	DIST GEN STU FEE-UNDERGR/	-\$8.01				
12	07/31/2019	FT01 Interfund Transfer	J0047622	DIST GEN STU FEE-UNDERGR/	\$2.17				
13				Club Account Balance	\$0.00				
14									
15									

Andrews Univer	sity					
YTD Detail Activ	ity for 11-25301 AU CLAS	S OF 2021				
For fiscal period	05/20 ending 30-Sep-201	19 as of 09-09-	2019 08:02:47 PM			
<b>NOTE: Negative</b>	amounts designate inco	me or funds a	vailable. Positive amounts in	ndicate expe	enses or ov	erdrafts.
Date	Rule Class	Doc Code	Description	Amount		

Date	Rule Class	Doc Code	Description	Amount	
05/01/2019	YEOB	YE190001	BEGINNING BALANCE	-\$1,928.97	
05/01/2019	CGEN Cashier General Receipt	F0066333	Gayle,T 195480 Class of 2021	\$50.00	
05/01/2019	CGEN Cashier General Receipt	F0066333	Omeler,C 200883 Class of 2021	\$100.00	
05/31/2019	FT01 Interfund Transfer	J0047408	DIST GEN STU FEE-UNDERGR	-\$96.39	
06/30/2019	FT01 Interfund Transfer	J0047428	DIST GEN STU FEE-UNDERGR/	-\$8.01	
07/31/2019	FT01 Interfund Transfer	J0047622	DIST GEN STU FEE-UNDERGRA	\$2.17	
			Club Account Balance	-\$1,881.20	

## Questions

• Contact Ildiko Gyeresi in Financial Records: <u>igyeresi@andrews.edu/</u> 269-471-6330