

# Treasurer's Manual for USC student orgs



This manual is designed to help student organization Treasurers understand how to obtain, manage, and spend monies from the Student Activity Fund. As a Treasurer, you will work extensively with the University and State of South Carolina financial system. This manual will help you navigate that system. The Treasurer's Manual contains simple direction for all facets of student organization finance, including, but not limited to: submitting a budget, preparing for travel, reimbursing expenses, and paying a vendor.

In addition to obtaining and spending your organization's funds, you have the responsibility to keep all financial records up to date. You are also responsible for informing your President and membership of the organization's financial status and any policies and procedures that affect the use of your funds.

Please be aware that this is not an all-inclusive manual. It includes information about the procedures and transactions that are most frequently used by organizations. If you have any questions or need help regarding any aspect of your approved budget, please visit the Student Organization Finance Office located in the West Wing of the Russell House University Union, Suite 115.

# What are Student Activity Funds?

Student Activity Funds are appropriated from tuition and fees paid each semester. This funding supports student activities, programs, and support services. The amount of funding available is determined by the Associate Vice President of Student Affairs.

The Student Senate Finance Committee is responsible for the appropriation of the Student Activity Funds to Undergraduate Student Organizations. The Graduate Student Association is responsible for the appropriation of the Student Activity Funds to Graduate Student Organizations. The funds allocated to an organization are intended to help support the financial aspects of the organization's objectives, but they are not intended to fully fund all organization programs.

The Student Senate Finance Committee and the Graduate Student Association direct the allocation process for these funds, for Undergraduate and Graduate Organizations, respectively, through the Student Senate Finance Codes.

Note\* – Pharmacy, Law and Sport Clubs as Student Organizations have a specific, internal process within their respective areas.

# Eligibility For Funding

Any student organization that has been registered as an official University student organization for at least one semester, has an active Advisor, who is approved by the Leadership and Service Center, is eligible to apply for Student Activity Funds.

Student Activity Fee funding **must be used to:**

1. Promote a diverse array of programs and events
2. Facilitate intellectual engagement
3. Encourage collaboration between students and student groups, and/or foster campus community.

*Participation in events must be free and open to all members of the University community.*

*Student organizations must not be denied funding nor given preferential treatment in funding based upon the viewpoint of the organization requesting funds, as outlined by University policy and federal, state, or local law.*

# Appropriation Categories

Monies are appropriated to registered student organizations under three categories: **Programming**, **Conferences**, and **Competitions**.

- **Programming** budgets include monies for any events or other social, recreational, or educational programs. Any programs paid for completely or in part by the Student Activity Funds must be free and open to all University community members. On-campus retreats are classified as programs. Off-campus retreats set within a 12-mile radius of campus will be classified as programs if the respective Finance Committee is given good cause for the off-campus location of the retreat.
- **Conference** and **Competition** budgets may be allocated for any costs associated with conferences or competitions. Travel costs and other expenditures for conferences or competitions will be the last item(s) considered in the budget request process. Requests for conference or competition allocations must include current conference/competition registration forms and information (website/brochure information). Off-campus retreats set outside a 12-mile radius of the campus will be classified as a conference.

# Preparing the Budget Request in Garnet Gate

Once you have planned your budget and feel comfortable with the program components, login to Garnet Gate to enter your budget. If you need to request your organization's login credentials, please visit the Leadership and Service Center to find the Leadership Coach for Student Organizations. You must be an officer on Garnet Gate to obtain this information.

Once you complete and submit your budget request, there are specific steps for your organization:

## **Undergraduate Student Organization Process:**

- If the request is \$499 or under, the Treasurer does not need to meet with the Student Senate Finance Committee. The request will be reviewed and the updates on funding will be posted to Garnet Gate within 7-business days.
- If the request is \$500 or more OR a travel request, the Treasurer will need to sign up for a time slot to meet with the Student Senate Finance Committee to review the request and engage in a budget dialogue meeting. This meeting is 10 minutes long.

## **Graduate Student Organization Process:**

- If the request is \$999 or under, the Treasurer does not need to meet with the Graduate Student Association (GSA) Finance Committee. The request will be reviewed and the updates on funding will be posted to Garnet Gate within 7-business days.
- If the request is \$1,000 or more OR a travel request, the Treasurer will need to contact the GSA Treasurer and sign up for a budget dialogue meeting time with the GSA Finance Committee. This meeting is 10 minutes long.

## **Pharmacy, Law and Sports Clubs – Student Organizations Information**

- The Pharmacy, Law and Sports Club Student Organizations work internally with their respective Governing Boards for the allocation of Student Activity Funds. Please contact the respective Governing Board for more information on budget requests and processes.

# Tax Exempt Status

The University of South Carolina is not tax exempt from sales or use tax except as allowed in **SECTION 12-36-2120** of the South Carolina Code of Laws.

Student organizations are not considered entities of the University; therefore, student organizations cannot claim tax exempt status.