

Responsible Officials (Title):	Chief Financial Officer (CFO) & the Vice President for Student Affairs and Enrollment Management
Responsible Division:	Division of Administrative and Financial Services/Division of Student Affairs and Enrollment Management

Interim Policy on the Administration of Student Organization Funds

1. Policy Statement

This campus policy pertains to the administration of monies for recognized student organizations in accordance with ICSUAM 3141.01. Monies collected in the name of the student organization for its activities must be used exclusively for the purpose of furthering the student organization's goals and objectives.

2. Authority

Per CSU Executive Order 731, the campus CFO is responsible for the business and financial affairs of the institution. Per Executive Order 1068, the Vice President for Student Affairs and Enrollment Management (VPSAEM) is responsible for overseeing the chartering and recognition of student organizations.

In accordance with Executive Order 1059, the campus CFO has authorized in writing that Associated Students, Inc. (ASI), a recognized campus auxiliary organization, may accept and administer funds collected by or for recognized student organizations in accordance with ASI's fiscal policies and procedures in addition to policies and procedures of the California State University, Fresno Association, Inc. and as described in the Management Services Agreement.

3. Scope/Applicability

This policy applies to all recognized student organizations and any funds collected by or for student organizations.

4. Exclusions

Any exceptions to this policy must be approved by the campus CFO or designee.

5. Supersedes

N/A

6. Definitions

N/A

7. Policy Procedures

7.1. Funds Administration

- 7.1.1. Monies collected in the name of the Student Organization must be maintained in ASI's bank account.
 - 7.1.1.1. Student organizations may access funds they have collected for payment of goods and services in accordance with applicable auxiliary organization policies and procedures.
 - 7.1.1.2. ASI will hold these student organization monies under its employer identification number (EIN).
 - 7.1.1.3. ASI will record revenue and expenses for the student organization in its financial records.
 - 7.1.1.4. ASI will record student organization transactions in accordance with all regulatory reporting requirements including the inclusion of the financial activity in its tax filings.
 - 7.1.1.5. The campus will include all revenue and expense of student organizations in its financial records.
 - 7.1.1.6. ASI will maintain an accounting of the agency relationship through Assets and Liabilities.
- 7.1.2. **At no time shall a Student Organization deposit funds into an unauthorized (off campus) bank account.**
 - 7.1.2.1. Any exceptions to this policy requires advance written approval by the campus CFO or designee.
 - 7.1.2.2. Student organizations seeking to be exempt from the requirement are to review the "Request for Exemption Flowchart" for overview of process.
 - 7.1.2.3. Recognized student organizations that have secured separate legal status by the State or Federal government, and are exempt from this policy, must provide updated documentation to the Office of Student Involvement annually as part of the Student Organization Registration process.
- 7.2. Cash Handling
 - 7.2.1. Campus policies and procedures related to handling and processing cash and cash equivalents should be followed.
- 7.3. Responsibilities
 - 7.3.1. A Student Organization's officers are responsible for maintaining the financial solvency of the organization.
- 7.4. Funds Administration Agreement
 - 7.4.1. Student Organizations are required to complete the "Student Organization Funds Self-Report Compliance Form" that includes agreement to this policy.

7.5. Donor Funds

- 7.5.1. All gifts (both monetary and in-kind) to Fresno State are accepted and administered by the California State University, Fresno Foundation.

8. Related Policies, Procedures, Information, Forms

- 8.1. Integrated California State University Administrative Manual, Policy 3141.01
8.2. [Student Club and Organization Handbook](#)
8.3. Student Organization Funds Self-Report Compliance Form
8.4. [Request for Exemption Flowchart](#)
8.5. [Authorization of Off-Campus Bank Account \(Form\)](#)

9. Questions

Contact the Assistant Director for Student Involvement at 559.278.2741

10. Key Search Words (for website search function)

student organization, funds, bank account, ASI

11. History/Revision Dates:

Approved as interim policy by the President: September 10, 2018

Approved by the Academic Senate: January 27, 2020

12. Next Evaluation Date or Sunset Date: August 1, 2021

13. Consultative Review by the Academic Senate: Yes No