

SANTOS MANUEL STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO  
FINANCIAL POLICIES MANUAL

**Purpose:** The purpose of this manual is to outline overall Santos Manuel Student Union (SMSU) fiscal procedures, describe the budgeting cycle and process, and the mechanics of expending Student Union funds. This policy cannot cover all contingencies. For those occasions for which there is no guidance, those concerned are expected to use sound and reasonable judgment.

**Scope:** This policy applies to all SMSU personnel, and to all individuals and campus entities authorized to request SMSU funding on behalf of an individual or a group.

1. Budget Preparation and Control

a. Budget Defined

i. A budget is a financial plan for a fixed period of time. It consists of an orderly arrangement of fiscal data determined by computed estimates of revenue and expenditures.

b. Preparation of Budget

i. Time for Preparing Budget. The SMSU annual budget shall be prepared on a time line, which provides for two readings by the board of directors, signatures, review and approval by the University President.

ii. Estimates of Revenue. The budget will contain a reasonable estimate of revenue from the SMSU fee. Other sources of revenue and reimbursements expected during the fiscal year must be included.

c. Estimates of Expenditures:

i. Functions. The budget will contain an itemization of expenditures by eligible function, and will include all eligible functions and programs approved by the SMSU as well as requests for new eligible functions or programs. The SMSU Board of Directors (SMSU BOD) must approve all new functions or programs prior to approving funding to support these new functions or programs.

ii. Categories. The expenditures for each function will be appropriated by category and the amounts included in each category will be supported by line item detail. The categories to be used will be (a) salaries and wages, (b) benefits, (c) operating expenses and (d) equipment.

iii. Operating Expenses. Operating expenses will include amounts of services and supplies. Generally speaking, supplies will consist of consumables such as paper, pencils, insurance, etc. In order to be classified as equipment, the item must function of and by itself and cost more than one thousand five hundred dollars (\$1,500) with a life expectancy greater than three (3) years. A system component, regardless of its cost or life expectancy, will not be classified as equipment.

iv. Line Item Detail. The budget will contain such line item detail that it will serve as a guide in the control of expenditures. The total amount in each category will be supported by such line item detail, i.e., the category "Operating Expense" may include these line items: supplies and services,

insurance and building/equipment maintenance.

d. Procedures:

- i. Requests by Functions. In the initial preparation of the budget, persons responsible for the function needing funds will submit a written budget request to the Executive Director. These requests must be prepared in sufficient detail (by function, category, and line item) to permit the compilation of the data. The information, if the information is available, on expenditures for the prior year will be shown for each function in a way that will allow easy comparison.
  - a. Definition of an Eligible Function.
    - A. Eligible functions are any and all functions of the SMSU.
- ii. Review and Analysis. After compilation of the requests, the Executive Director will review and analyze the budget. The Executive Director will present the request with the analysis and recommendation to the Finance and Contracts Committee. The originators of the request may present needed explanation, justification, or amplification to the Finance and Contracts Committee. The budget recommendations will then be forwarded to the board of directors for its consideration and action.
- iii. Distribution. After final approval by the board of directors, the budget will be transmitted to the Vice President for Administration and Finance and the University President for approval.

2. Accounting

- a. Type of Accounting Records
  - i. The accounting records will be established by function and by expenditure categories within the function.
- b. Maintaining Accounting Records
  - i. The accounting records will be maintained by the University Auxiliary Accounting Office. Sound accounting practices will be used, and the various State laws and rules governing the California State University will be followed. Substantiating documents, i.e., approved requisitions, purchase orders, invoices, and time sheets will be filed in the University Auxiliary Accounting Office so as to be available at all times for audit by independent certified public accounts, the Audits Division, State Department of Finance, and the Chancellor's Audit Staff.
- c. Chart of Accounts
  - i. A chart of accounts will be compiled as needed by the Executive Director.
- d. Financial Report
  - i. Quarterly expenditure and revenue reports will be prepared for each function area by the appropriate supervisor.

3. Authorized Signature Memo

- a. An authorized signature memo is prepared by the Executive Director and is forwarded to the University Auxiliary Accounting Office. The memo will indicate the primary and backup signatures for each document authorizing the expenditure of funds. In signing documents for the preparation of purchase orders, performance contracts, and disbursement authorizations, it is desirable that no one signature appear more than one time on any document, however, the Executive Director is authorized to sign disbursement authorizations under \$1,500.00 (approved SUBOD 1-15-98) The purpose of this policy is to ensure that the

widest possible scrutiny by management is afforded purchases from SMSU funds. Authorized signatures are updated as needed.

4. Purchases and Contracts from Santos Manuel Student Union Funds

a. Purchase orders will be prepared on-line through PeopleSoft.

- i. Under \$2,500 – Direct purchases under \$2,500 do not require a purchase order. Direct purchases may not be split or subdivided to bring the total dollar amount under the \$2,500 limit requiring a purchase order. Direct purchases must be entered on a Disbursement Check Request form, with signature approval by the appropriate authorized individual. Original receipts and invoices must accompany each check request. A purchase order may be requested from the vendor regardless of the purchase amount.

Direct purchases can also be accomplished by the use of a SMSU credit card. Direct purchases using a SMSU credit card, and must be entered on a Monthly Procurement Card Purchase Report form, with signature approval by the appropriate authorized individual. Original receipts must accompany each credit card payment authorization form.

- ii. \$2,500 or greater - Purchase requisitions for amounts greater than \$2,500 (exclusive of sales tax) may be required for equipment or services provided. A Purchase Order greater than \$5,000 will require a minimum of three price quotations, unless it is a sole source purchase. A purchase order may be requested from the vendor regardless of the purchase amount.

b. Purchase Orders and Performance Contracts.

- i. Upon receipt of an approved preliminary contract or appropriate request, SMSU Administrative staff will prepare the purchase order or performance contract for signature by the appropriate official in accordance with the "Authorized Signature" memo on file at the University Auxiliary Accounting Office.

c. Procurement Card Procedure

- i. Procurement cards may be used to purchase SMSU goods consistent with the Procurement Card Procedures/Guidelines.

d. Bidding Policy

- i. The Executive Director will prepare a Bidding Policy for review and approval by the Finance and Contracts Committee and the Board of Directors. This policy will be used in the procurement of all items which surpass the threshold dollar amount approved by the SMSU BOD in the Bidding Policy.

e. Penalties

- i. Any individual who makes a purchase or contracts for a service in the name of the Santos Manuel Student Union without following the prescribed procedure will be held personally liable for the obligation.

5. Receipts and Control of Equipment and Supplies

a. Procedures

- i. Upon receipt of the equipment or supplies ordered, or upon completion of

the service in accordance with the purchase order or contract, the Associate Director for Operations will be so informed. In the case of a service pursuant to a purchase order or contract, the appropriate individual will certify that the service has been completed in accordance with the terms of the purchase order or contract, and forward such certification to the Associate Director for Operations. Until such certification is received, the invoice will not be paid.

- b. Property Control
  - i. Property Usage: Equipment owned by the SMSU will be used only for valid SMSU activities, unless approved otherwise by the Executive Director or designee.
  - ii. Property Records: A master file of equipment owned by the SMSU will be kept at the SMSU Administrative Office and the University Auxiliary Accounting Office. The file will indicate which location, individual, or function has the custodial responsibility.
  - iii. Property Tags: All equipment owned by the SMSU will be tagged with a property number indicating its ownership.
  - iv. Check-Out Logs: All equipment must be checked out on a check out log which will indicate: date taken, date returned, by whom, organization, etc. All persons or organizations not part of the SMSU structure must sign a contract claiming liability for any and all SMSU equipment checked out.
  - v. Capital Equipment: Capital equipment is defined as equipment which costs more than \$5,000.00 per item and is placed in inventory
  - vi. Disposal of Capital Equipment: All capital equipment must receive SMSU Board of Directors' approval before disposal. Disposal methods may include:
    - a. Public sale or auction
    - b. Donation to a charitable organization
    - c. Scrapping
  - vii. Physical Inventory: All capital equipment is subject to a biennial physical inventory. Inventory counts and procedures will be established in conjunction with the campus Division of Administration and Finance, and will utilize personnel from the Division and/or sub-contracted independent auditors. Information from inventory counts and logs will be shared with CSUSB Purchasing.
6. Accounts Receivable, Collections, and Bad Debt.
  - a. The Santos Manuel Student Union will ensure the prompt billing and collection of receivables. Receivables will be reviewed and adjustments to bad debt expense (if any) will be recorded annually. The Santos Manuel Student Union's Administration Office will be responsible for billing and collecting receivables. Amounts not collected through a standardized process will be referred as uncollectible to the Executive Director and to the Board of Directors to be written off to Bad Debt. Reserves for Allowance of Doubtful Accounts will be maintained and calculated by an appropriate method as determined by the Director of Auxiliary Accounting. Accounts Receivable will be reconciled monthly by the Accounting Technician III in Auxiliary Accounting and the Budget Analyst in the Santos Manuel Student Union.
  - b. Creation of Accounts Receivable:

- i. Invoices are created twice a month at the beginning of the month and at mid-month through QuickBooks after the information to create the invoice is received from the Scheduling Coordinator. Invoices are sent to clients and to Auxiliary Accounting to be journalized and entered into PeopleSoft General Ledger.
  - c. Collection Responsibility:
    - i. Statements will be sent monthly as well as 30 Day, 60 Day, and 90 Day Past Due Notices.
    - ii. Receivables must be collected as expeditiously as possible, but the cost of collection must not exceed the expected revenue.
    - iii. All efforts for collection will be documented and maintained for audit purposes.
    - iv. Notes and conversations with customers will be documented.
  - d. Aging:
    - i. The Budget Analyst will be responsible for producing an Aging by the 15th day after the end of the month.
    - ii. Aging information must be collected, maintained, reported, and acted upon in a standardized and consistent manner.
    - iii. Receivables must be aged in a format identifying customers who are current, 30 days, 60 days, and 90 days or older.
    - iv. A copy of the Aging must be given to the Executive Director for review on a monthly basis.
  - e. Past Due Accounts:
    - i. Past due accounts will be handled accordingly:
      - a. 30 Days – a Past Due Notice Reminder letter will be sent.
      - b. 60 Days – a Past Due Notice Reminder letter will be sent.
      - c. 90 Days – a Past Due letter for Suspension of Scheduling Privileges will be sent.
    - ii. Accounts that are 90 days past due are put on hold and services will no longer be granted. Exceptions may be granted by the Executive Director on a case by case basis.
    - iii. A report will be maintained substantiating the collection progress on each past due account that is aged 90 days or older.
    - iv. This report will be reviewed monthly with the Scheduling Coordinator, Office of Student Engagement, and Budget Analyst.
    - v. The Budget Analyst will determine if any accounts need to be turned over for collection or deemed uncollectible.
    - vi. The Budget Analyst will make recommendations to the Executive Director of those accounts that need to be turned over for collection or written-off. Executive Director will present recommendations to the Board of Directors for final approval.
    - vii. The Budget Analyst will prepare a list of uncollectable debts and recommended write-offs for review by the Finance & Contracts Committee and approval by the SMSUBOD annually. Uncollectable debts will be written off within 365 days.
  - f. Bad Debt & Allowance for Doubtful Accounts:
    - i. The process for computing the adjustment to the reserve will be determined by the Director of Auxiliary Accounting using an appropriate

- method.
- ii. The Budget Analyst will record the adjustment to the reserve on an annual basis. The following accounts will used:
  - a. Bad Debt (Account No. 619256-RO001-S6110-0502)
  - b. Allowance Doubtful Accounts (Account No. 103160-RO001-9002)
- g. Internal Controls:
  - i. Monthly review of past due accounts by the Budget Analyst
  - ii. External Auditors annually will review the Accounts Receivable Aging, the recorded adjustment to Bad Debt, and the Ending Balance of Allowance for Doubtful Accounts, for appropriateness and completeness.
- 7. Handling of Cash Receipts and Disbursements
  - a. Cash Receipts
    - i. All monies collected will be deposited with the Bursar. All monies will be picked up by the courier weekly and taken to the Bursar for deposit. All checks and cash will be stored in the safe in the Administrative Office until such time as they are turned over to the courier.
  - b. Cash Disbursements
    - i. Checks will be issued by the University Auxiliary Accounting Office for SMSU expenses upon submittal of approved documents.
- 8. Salaries and Wages
  - a. In the case of salaries and wages, the payroll document will be the payroll designation form appointing an individual to a previously established position. This document must be signed by the function supervisor. Eligibility of student assistant employees must be certified by the Executive Director or designee.
  - b. All non-student employees, whether full-time or temporary, must complete the necessary W-4 forms before beginning their employment. Student employees must complete all necessary paperwork at the SMSU Administrative office. No paychecks will be issued to any employee who has neglected to complete the necessary forms. Employment records and time sheets will be kept by the SMSU Administrative Office.
  - c. Semi-monthly time sheets must be kept on all employees. At the end of the payroll period, the time sheets must be properly signed by the employee and approved by a designated supervisor and forwarded to the University Auxiliary Accounting Office so that paychecks may be issued.
  - d. Students and regular employees may arrange for direct deposit of paychecks, or may pick up their paychecks pursuant to the annual pay schedule at the office of the Bursar upon presentation of appropriate identification.
- 9. Disbursement Authorizations
  - a. Upon receipt of (1) a proper invoice from the vendor or contractor, and (2) either the notice that stock has been received or the certification that the service has been satisfactorily completed, SMSU staff will prepare a disbursement authorization for signature by the appropriate official in accordance with the "Authorized Signature" memo on file at the University Auxiliary Accounting Office. The University Auxiliary Accounting Office will then issue a check.
- 10. Petty Cash
  - a. A petty cash fund not to exceed \$200.00 has been authorized. It shall be in the custody of a responsible employee of the SMSU or the University who will be

known as the Custodian. The Custodian shall be financially responsible for the fund and for any loss unless relief of accountability is granted by the SMSU Board of Directors.

- b. For the Recreation and Wellness Department a petty cash fund not to exceed \$500 has been authorized. It shall be in the custody of a responsible employee of the Recreation and Wellness Department or the University who will be known as the Custodian. The Custodian shall be financially responsible for the fund and for any loss unless relief of accountability is granted by the SMSU Board of Directors.

#### 11. Change Funds

- a. Change funds are to be used only for the purpose of convenience of giving change at specific functions and/or providing change. Change funds are not to be used for expanders of any kind.
- b. Authorized individuals who will be held financially responsible will be designated as Custodians of the appropriate change fund. A check will be issued to the designated custodian. The change funds will be subject to audit at any time during the life of the fund. The custodian will be responsible for the return of the change fund at the conclusion of each event, or at a designated time, but no later than the end of the current fiscal year.

#### 12. Travel Expenses

- a. Prior to commencing travel on SMSU business, all officers, employees, or volunteers must have the proper authorization from the Executive Director.
- b. Company credit cards should be used for all travel expenses whenever possible. All credit card regulations apply to travel purchases.
- c. Travel advances may be utilized where necessary. A cash travel advance or pre-paid credit card may not exceed 80% of the total amount requested.
- d. At the conclusion of the travel, a Travel Expense Claim form must be completed and submitted to the SMSU Administrative Office together with any unexpended travel advance funds, if appropriate. The completed Travel Expense Claim form will then be submitted to Auxiliary Accounting Office for processing.
- e. Reimbursements will be issued no more than 30 days after the Travel Expense Claim has been submitted.
- f. The allowances for SMSU travel cannot exceed those currently outlined in the SMSU Travel Policy unless approved by the Board of Directors.
- g. Further travel expense details are found in the SMSU Travel Policy.

#### 13. Signature on Checks

- a. Checks must be signed by the proper CSUSB official. Checks for amounts of \$50,000 or over must be signed by two CSUSB officials.

#### 14. Filing Documents

- a. All documents used by the University Auxiliary Accounting office regarding SMSU accounts will be filed and kept in the Accounting office until the yearly audit. After the audit they should be kept on file for three years. After three years, documents except personnel records, including time sheets and personal tax records, and nonprofit organization-related filings, may be destroyed. Exceptions to this include documents relating to bond issued debt purchases which will be kept on file for 30 years or the life of the bond.

#### 15. Banking, Investment and Reserve Policies

- a. Savings Accounts
  - i. By resolution of the Board of Directors and approval of the University Vice President of Administration and Finance, funds may be withdrawn from the Cash Trust account and deposited in a savings account at a banking institution authorized by the Accounting Office. Normally, the authorization should apply only to the funds that are to be held in reserve for specific purposes.
- b. Investments
  - i. The Board of Directors may by resolution and approval of the University Auxiliary Accounting Office authorize the investment of funds that are temporarily surplus. Investments must be restricted to the following:
    - a. Savings accounts in National or State Banks insured by the FDIC
    - b. Time-open accounts in National or State Banks insured by the FDIC
    - c. Federal Treasury Bills
    - d. State approved Savings and Loan, insured by FDIC
    - e. Surplus money investment fund State Treasury
    - f. Local Agency Investment Fund (LAIF)
- c. Reserves
  - i. Establishment, maintenance and replenishment of local reserves and reserves held in the State Treasury are outlined in the SMSU Reserve Accumulation Policy.
  - ii. Spending outside of the annual operating budget must be reviewed by the Finance and Contracts Committee to provide recommendations to the Board for approval.

16. Discrimination

- a. The Santos Manuel Student Union shall not knowingly do business with any establishment that has shown to discriminate on the basis of race, religion, sex, or disabilities. (Approved by the Student Union Board of Directors, March 16, 1995)

17. Generated Revenue

- a. Definition of Generated Revenue
  - i. Generated Revenue is all revenue and income derived from any proceedings, function, production, or other fund raising event, which has been funded with SMSU funds, either wholly or in part.
- b. Revenue Generated by SMSU funds.
  - i. All revenue generated by the use of SMSU funds, excluding funds deposited to SMSU accounts, for any portion of the function shall be deposited to an SMSU revenue account. Said SMSU revenue may be designated specifically as the SMSU revenue account for that event.
- c. Allocation of Generated Funds in SMSU Revenue Account
  - i. Funds held in revenue accounts may be transferred to program generated accounts according to standard accounting practice and/or SMSU budget notes.

18. Subleases/Contracts/Agreements

- a. All SMSU subleases, contracts and agreements must have all appropriate approvals and signatures in place to be considered valid. All business arrangements between the SMSU and vendors must be supported by fully



executed and completed written agreements.

- b. Subleases must receive SMSU Board of Directors' approval. Once SMSUBOD approval is received, the sublease will be sent to the lessee for signature. Once the lessee's representative has signed the sublease, it will be signed by the Chair of the Santos Manuel Student Union Board of Directors. The final signature for approval of the sublease is required from the University President or designee.

19. Liability

- a. The Santos Manuel Student Union will not assume liability for individuals or organizations that purchase items or contract with individuals for services if the proper procedures have not been followed.

Approved SUBOD	1-19-95
Revised SUBOD	3-16-95
Revised SUBOD	1-16-97
Revised SUBOD	1-15-98
Revised SUBOD	4-15-00
Revised SUBOD	11-2-00
Revised SUBOD	1-17-02
Revised SUBOD	12-4-03
Revised SMSU BOD	11-9-06
Revised SMSU BOD	11-8-07
Revised SMSU BOD	11-13-08
Revised SMSU BOD	2-4-13
Revised SMSU BOD	3-12-15
Revised SMSU BOD	5-12-16
Revised SMSU BOD	12-1-16
Revised SMSU BOD	2-14-19