

Finance 101

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(he/him)

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Student Activity Fee

Every undergraduate contributes:

- \$140 per semester (full-time)
- \$12 per credit (part-time)

SGA allocates the Activity Fee:

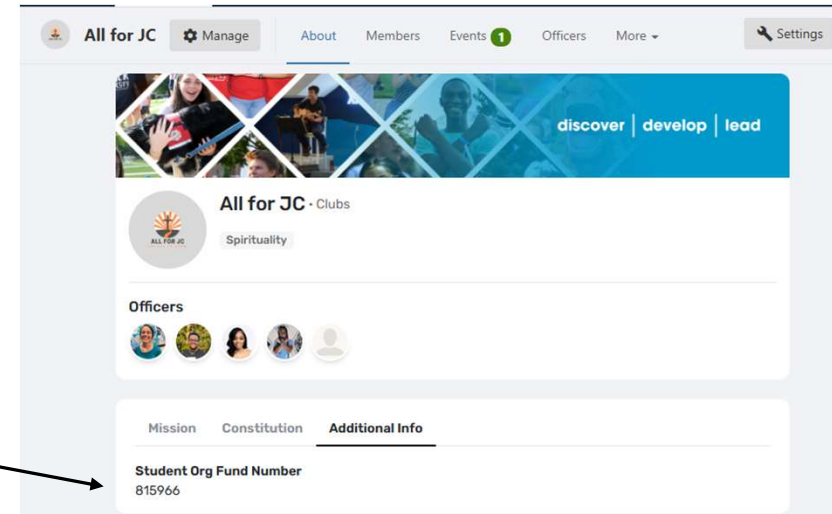
- Allocation amounts based on
 - Proposed budget
 - SGA Student Organizations Committee (SOC)
 - SGA Executives input (for groups receiving the most funds)



Funds & Accounts

Every organization has a fund number

- Six digit number beginning with 81xxxx
- Unique to your org



[EngageXU](#) > [Group](#) > [Settings](#) > [More](#) > [Student Org Fund Number](#)

- Need this # for any financial form to be submitted on EngageXU
- Need this # to deposit funds at the Bursar's Office



Accounting Book

Connected with university's Banner system – Xavier's official record system.


[EngageXU](#) > [Group](#) > [Accounting Book](#)

Only Officers/Advisors (admins) can access the Accounting Book for your group.

Adjust [Permissions](#) if you want to further limit access to any Officers.

Use [Show Archived](#) to view previous years' allocations, revenue and expenses.

Do not rely solely on Accounting Book, as pending charges are often delayed.



Accounting Book				
		Show Archived		Upload Transactions (Admin Only)
Budgets	Allocations/Revenues	Expenses	Balance	
FY22	\$4,233.90	\$1,086.00	\$3,147.90	
Group Funds	Current Balance \$0.00	\$0.00	\$0.00	
Total	\$4,233.90	\$1,086.00	\$3,147.90	

Spending & Purchasing

- Student Organizations must submit all purchase requests **at least 2** weeks in advance
- The university's finance department only reviews purchases over \$500 once per week
- No reimbursements for purchases made from individual personal Amazon accounts
- Gift cards for event prizes
 - Individual gift cards \$50 or less
 - Total amount for a program \$500 or less





Spending & Purchasing

- Thank You Gifts
 - You may not purchase Advisor thank you gifts or gifts for other university employees with Student Organization funds.
 - Student thank you gifts, including those for graduating seniors or Officers, should not exceed \$25 per student.
 - Student Organizations may not purchase regalia such as honor cords or stoles for graduating Seniors with Student Org funds.
 - Individual students should purchase their own regalia through campus bookstore, the official commencement partner, unless they are a chapter of a national organization that vends its own licensed regalia.

Spending & Purchasing



- Apparel
 - Maximum of \$35 per student, per year
 - Beyond \$35, students will need to contribute to the purchase
 - Organizations can subsidize costs with students paying partial
 - Apparel must be made by one of Xavier's three partner companies
- Equipment
 - No equipment may be purchased or reimbursed, including:
 - Speaker systems, software, digital cameras lighting systems, sporting equipment, outdoor furnishings
 - Many of these large/expensive items are available to rent or loan

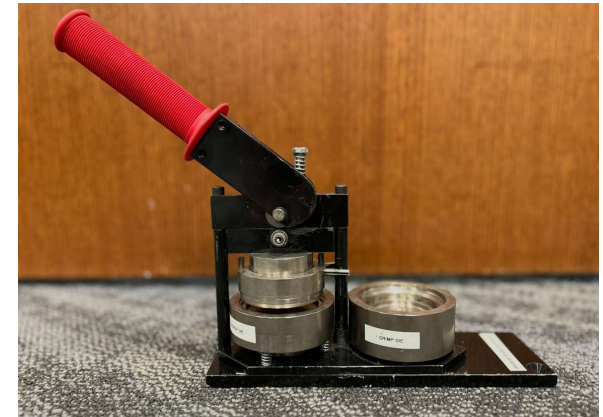


Available Equipment

- Cash boxes
- Coolers
- Grill supplies
 - We do not have charcoal
- Button maker
- Canopy tents
- Ice cream scoops

Sign out from OSI between 9:00 AM – 5 PM on weekdays

First come, first served – secure your reservation in advance





Spending & Purchasing

- Deliveries & Pick-up
 - Any items ordered through the Purchase Form must be claimed within 48 hours of receiving the email from OSI.
- P-Card requests must be made 2 weeks in advance – you can request to use the P-Card through the **Purchase Form**.
 - P-Card cannot be taken out of OSI – there is only one available for all Student Organizations
 - Smaller purchases (<\$300) can be charged to a personal Focus Blue Card

For more information on spending and purchasing please visit our website:
xavier.edu/orgspending



“The Big Four” Financial Forms

The logo for Xavier University is located on the left side of the slide. It features a dark blue shield with a white 'X' in the center. Below the 'X' is the word 'XAVIER' in white capital letters. At the bottom of the shield are two yellow symbols: a plus sign and a cross.

Purchase Form

- Must complete at least 2 weeks in advance
- Used to order items from **Amazon** or **office supplies** from Brown Enterprise Solutions
 - Please include an itemized list with links and quantities
- Used to **Request P-Card**
 - Arranging time to complete transaction with Student Involvement Coordinator
- Used to **pay vendors**
 - Must have quote or a contract, and tax information (W-9) accessible
- **Not used to hire students**
 - Students that are being hired (DJ, graphic design, etc.) have to be set up through Student Employment payroll. Email Ray to do this.

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Student Payment Advance Form

- Organizations can take out **one advance at a time**, up to \$300 in total. You will receive a Focus Blue Card.
- The individual listed on the advance is **responsible for** the advance.
- Advances will only be considered for **fully-approved events**, submitted through EngageXU.
- The Focus Blue card may be used to **purchase goods**. You cannot pay performers, individuals for services, or use Focus Blue for rentals.
- Students must **return receipts** along the Focus Blue card to the Bursar's Office (Musketeer Mezzanine) within 7 days.



Pre-Spend Authorization Form

- Individuals who wish to spend **more than \$300** of their own money and be reimbursed need to submit a **Pre-Spend Authorization Form** and have approval from their Advisor and Student Involvement beforehand.
- The form requires you to explain your purchase **in detail**.
- OSI may deem an alternative payment method more appropriate.
- If this form is not submitted and a student or Advisor submits a reimbursement request for purchase over \$300, they will **not be reimbursed**. Advisors are the first approver, so please **contact your advisor** once submitted to ensure timely review and approval.

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Student Reimbursements



- Students can be **reimbursed by Zelle** for eligible purchases made up to \$300 (excluding Amazon and apparel).
- Pre-Spend Authorization must be approved in advance of reimbursable purchases that exceed \$300.
- You must **upload copies** of the receipts in order to be reimbursed. Missing receipts will not be reimbursed. Digital receipts are acceptable.
- The university is **tax-exempted**. We do not reimburse for sales tax. Please have a copy of our Tax Exemption Form (available on OSI website) when shopping.
- Advisors are reimbursed using the Advisor Reimbursement Form. The process mirrors the same steps.



Contract Signature Authority

- Students should NOT sign contracts on behalf of Xavier.
- Contracts should be submitted using the **Student Organization Purchase Form**.
- Professional services such as equipment rental or direct animal interactions need to have a Certificate of Insurance on file with Risk Management prior to signing.
- Performers and speakers entering into contracts should be using either a Performance Agreement Form or Independent Contractor Form with the university. These forms should be signed by Student Involvement.
- Contact Student Involvement far in advance if you need to contract a performer or speaker. Contract review is typically slow.

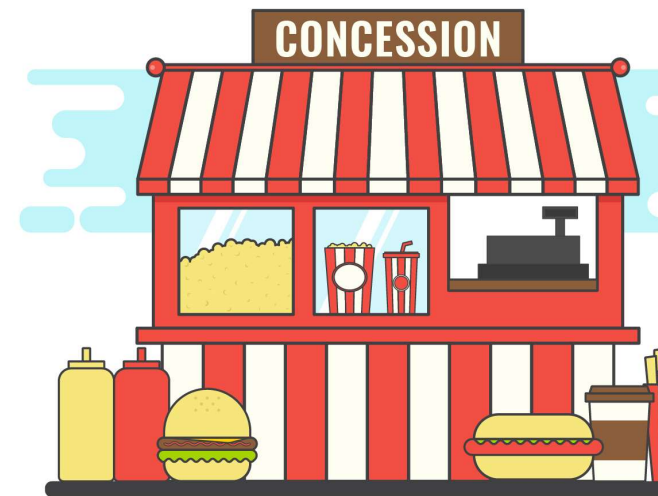
Food Trucks

- Food Trucks are allowed but must be registered in order to avoid conflicts with Chartwells (campus caterer).
- Reach out to us if you want to book a food truck for your event.
- External catering (or drop and go service) from a food vendor is permitted in all spaces **outside of Cintas Center and Hoff Dining Commons.**
- Food trucks are not permitted to sell food on campus. Student groups must pre-arrange for payment and quantity to be provided.
- When booking a food truck, the truck must provide you with a COI and Mobile Food License.



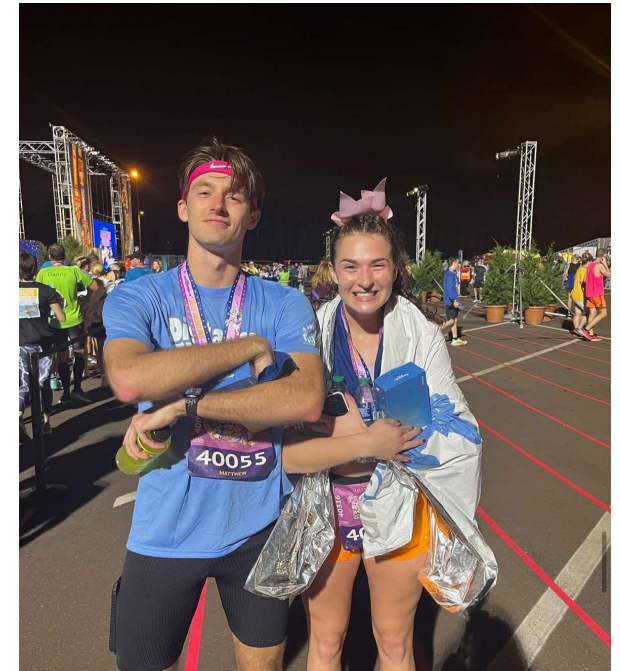
Fundraising

- Student Organizations are required to register all fundraising activities, like:
 - Sales to members (t-shirts or Club apparel)
 - Sales to individuals outside of the Club (including those outside of Xavier)
 - Dues collection
 - Working an event in an effort to generate revenue (such as concessions at a game)
 - Collecting items for charity (such as disaster relief or food donations)
- Selling homemade baked goods is prohibited.
- When fundraising for charitable/philanthropic purposes, the organization needs to carefully track any funds raised and is responsible for processing the entire donation.



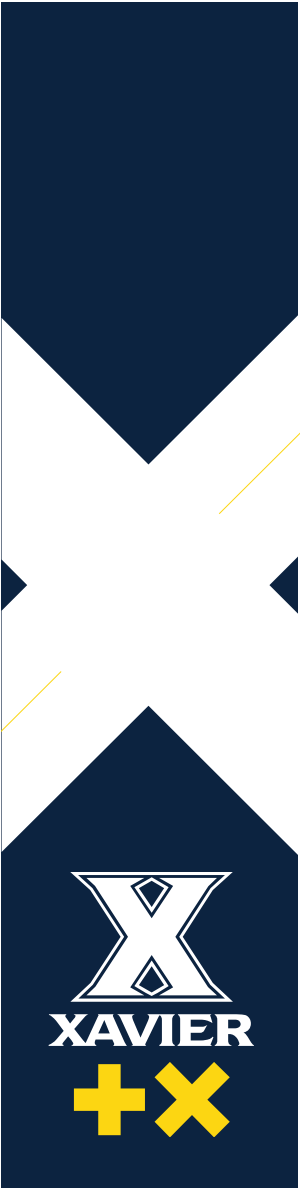
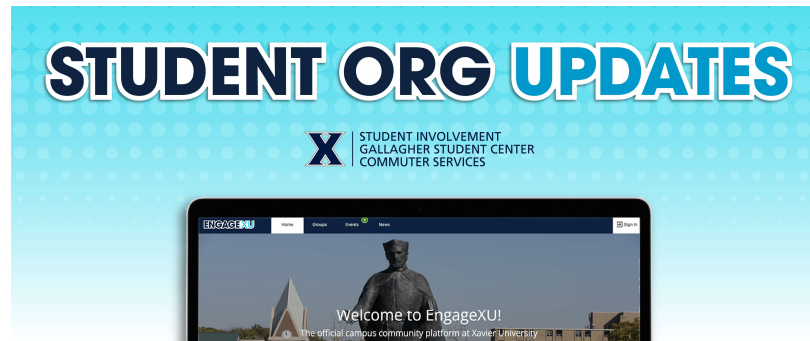
Donating Funds & Scholarships

- Student Activity Fee dollars cannot be donated, which includes disbursing these dollars to others as a scholarship.
- Groups interested in donating funds to a charitable organization need to fundraise those dollars and deposit fundraised dollars into your Student Organization fund.
- Scholarships also must be fundraised in order to be given to any recipient.
- Whether raising funds for your org or a good cause, visit our [new fundraising resource page](#) online for help getting started!



Annual Student Org Spending Cutoff

- The cutoff each semester for Student Org purchases will be in spring semester, announced via email in the Monthly Student Org Newsletter.
- No reimbursements, new Amazon orders, or p-card appointments may be made after this date.
- Normal purchasing will resume after new allocations occur.
- If your organization is planning any summer travel or outings, please prepare and communicate your spending plan ahead of time.



BASELINE

- Student Activity Fee Usage: Clubs should spend the vast majority of awarded funds allocated from SGA during the fiscal year, or could face a penalty budget reduction for the following year.
- **Any unspent money remaining after the spending cutoff date, will be recaptured, excluding donations.**



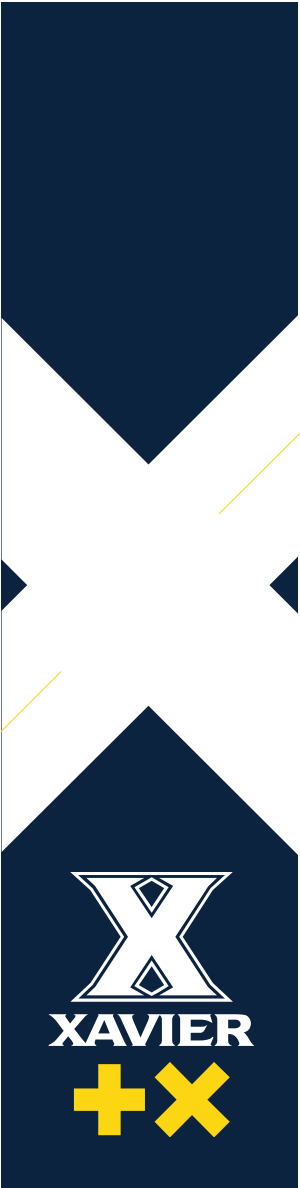
BASELINE

- Tiers have been determined based on the average of your funding from the most recent 3 allocation cycles.
- Tier 1 Clubs average \$11,000+, Tier 2 Clubs are between \$2,500 and \$11,000
- Tier 1 and Tier 2 Clubs are required to conduct at least one fundraiser annually, beyond simply collecting dues or requesting money from the Student Organization Resource Fund (SORF).



Companion Tracker

- Use Microsoft Excel or Google Sheets to create a companion spreadsheet for your budgeted expenses
- Break down your expenses in whatever fashion you want (month, semester, event, charge, etc.)
- Update frequently and account for discrepancies in sales tax, tips, or shipping fees (in rare instances)



Common Mistakes

- Lost receipt
- Confused Focus Blue Card and p-card (they *are* both blue)
- Waited too long to place an order
- Tried to place an order too *early* (often catering)
- Spent beyond “claim on cash” balance
- Purchased items from personal Amazon Prime



Tips for Success

Do

- Prepare a **printed** copy of sales tax exemption
- Submit financial forms early
- Ask you advisor and OSI when you have ?'s
- Use a companion tracker
- Get at least one version of receipt
- Investigate ability to use Zelle for self or a designated officer BEFORE purchasing
- Read instructions on financial forms

Don't

- Spend excessively without prior approval
- Delay your financial form submission
- Complete multiple forms for the same purchase, unless told to do so by OSI
- Lose your proof of payment
- Guess your Club Fund #
- Sign a contract, regardless of amount



More Tips for Success

Do

- Pitch novel ideas to SORF
- Use your entire SGA allocation for 2025-2026
- Fundraise!
- Consult your President and Officer board about finances
- Plan to meet with OSI before launching a storefront or sale of any kind
- Document attendance to justify future budgets
- Tip for food/services rendered

Don't

- Rely strictly on SORF *or* existing funding
- Cancel a program idea altogether because it seems too expensive
- Show up last minute to use a p-card, or miss your appointment
- Expect immediate approval on expenditures from advisors, OSI, or Bursar
- Tip beyond 20% of bill



Keep us in the Loop!

- If your Focus Blue Card fails at a store, tell us and Bursar
 - Occasionally you need a pin number
- If you notice your event supplies have not been approved yet near the date of your event, tell us
- If you are hiring a student to perform services, email Ray before AND after the event
 - Must get student on payroll
 - Must verify that they fully fulfilled their obligation





Questions?

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