



WHAT'S AN INVOICE?

a guide for club treasurers

CLUB TREASURER'S DUTIES

- Plan budget for club (in collaboration with other club leaders)
- Work with GSG Club Council Treasurer to keep track of club's finances
- Process all financial transactions for club
- Keep track of invoices (bills) and other paperwork
- Petition for funds from GSG Club Council

THE ROLE OF OSE

- OSE's role:
 - ❖ Ensures compliance with college policies
 - ❖ Reviews ALL contracts
 - ❖ Contracts must be signed both by student representative and Stacy Cooper Patterson
 - ❖ Maintains forms used for GSG and club business
 - ❖ Helps answer questions about event planning
- Stacy's role:
 - ❖ Serves as a liaison to clubs & organizations, as well as advisor to GSG
 - ❖ Works with GSG Treasurer to process payment for club bills every Monday

THE ROLE OF THE CONTROLLER'S OFFICE

- Maintains records of all financial transactions for clubs
 - ❖ Provides updated statements monthly to GSG Treasurer
 - ❖ DO NOT go to the Controller's Office to ask for this- contact the GSG treasurer instead
- Processes check/payment requests received from OSE
- Deposits fundraised money for clubs
- Disburses authorized cash advances and petty cash reimbursements to club treasurers

PETITIONING GSG FOR FUNDING

- Petition form is available at <http://www.goucher.edu/student-life/getting-involved/event-planning-headquarters/event-planning-paperwork> and in OSE (Old Commuter Lounge)
- Petitioning process:
 - ❖ Fill out petition as completely as possible
 - ❖ Contact John Nobriga (Club Administrator) if you have questions
 - ❖ Drop off at OSE by **Friday at 5:00 p.m.** Keep a copy for yourself.
 - ❖ John will assign you a time to present before Club Council on that Sunday night. The earlier you get your petition in, the better!

SPRING/FALL BUDGETING THROUGH GSG

- Spring/Fall Budgeting form is available at <http://www.goucher.edu/student-life/getting-involved/event-planning-headquarters/event-planning-paperwork>
- What is spring/fall budgeting?
 - ❖ Submitting a one-time request to fund the club for the following semester.
 - ❖ Must be prepared with budget and documentation for different events
 - ❖ Great way to be ready to go for following semester!

CONTRACTS

- When do we need a contract?

- ❖ When hiring entertainment for an event
- ❖ When hiring a speaker to present
- ❖ When lessons are being taught on a regular basis (i.e.: yoga, gymnastics, martial arts)
- ❖ Basically, any time someone is providing a service.
- ❖ When in doubt, ask OSE!

- ❖ How do we get one?

- ❖ Talk with OSE
 - ❖ They have a standard, simple contract that we strongly encourage you to use
- ❖ Contract must be signed by vendor, you, and Stacy Cooper Patterson (or designee)
- ❖ Plan at least a month in advance please!
- ❖ **Bills can't be paid without a completed contract, when needed!!**

WAIVERS

- When are we required to have participants sign waivers?
 - ❖ Events that carry significant risk (rides, games, inflatables, etc.)
 - ❖ Activities require physical contact (yoga, gymnastics, rock climbing)
 - ❖ Events involving off campus travel for a club activity
- ❖ Does OSE have a waiver we can use
 - ❖ Yes! They are happy to share that with you. If you think you'll need waivers, stop by OSE.
- ❖ What if we don't sign waivers?
 - ❖ We may not be able to pay your bill. So, please be sure to ask if you think you'll need a waiver.

METHODS OF PAYING BILLS: CHECK REQUEST

- **This is the preferred method of payment**
 - ❖ Used to request a check for services or goods in agreement with petition that was approved by GSG
 - ❖ Attach invoice/bill/any documentation
 - ❖ Include your club's account number on form
 - ❖ May need to have a W9 form filled out- check with Ben and/or Stacy about this

METHODS OF PAYING BILLS: GSG CREDIT CARD

- Used primarily for online purchases.
- Please don't wait until the last minute for these requests!
- Contact the following people for help here:
 - Ben Saeks (GSG CC Treasurer)
 - John Nobriga (GSG Club Administrator)
 - Lydell Hills (GSG Senate President)
 - Katie Thompson (SEA Admiral)

METHODS OF PAYING BILLS: PETTY CASH VOUCHER (REIMBURSEMENT)

- Reimburses you for expenses paid out of your own pocket
- Expenses must be less than \$100
 - Any reimbursement over \$100 will be paid via check
- You **MUST** have original receipts - copies aren't accepted

METHODS OF PAYING BILLS:

CASH ADVANCE

- Used to get money up front for club activity
- \$250 limit
- Clubs can have NO MORE than 1 outstanding cash advance at a time
- Must be settled within 2 weeks- which means going back to the Controller's Office with receipts/s and any leftover cash
- LEAST PREFERRED OPTION!

TRANSFERS

- When is the transfer form used?
 - ❖ When you are paying another club or office at Goucher
 - ❖ When your club is granted funds from GSG, funds are transferred into your club's account
 - ✓ Processed by Ben and Stacy once a week

DEPOSITS

- For money raised through fundraisers or ticket sales
- Deposit slips are available in OSE
- Take completed slip and cash to Controller's Office to deposit
- Do NOT need signature from Ben or Stacy
- Be sure to deposit into your fundraising account (_____ -22900-0-1) rather than your general account (_____ -51000-0-1)

PAYING FACULTY/STAFF/STUDENTS FOR SERVICES

Please talk to Stacy before making any agreement to pay faculty, staff or students for services related to your club

OTHER THINGS TO KNOW...

- **Fundraised money**

- ❖ Still must follow college policies in spending this money
- ❖ Follow same payment process to access this money- check request, petty cash, etc..

- ❖ **Plan ahead!**

- ❖ Checks are printed once a week in the controller's office. Paperwork must be submitted to Ben by Monday morning for a check to be cut by Friday.

- **Take-backs**

- ❖ GSG “takes-back” unspent allocations from the previous year
- ❖ The Controller's Office drafts the take-back entry and submits to the GSG Treasurer for review, comment, correction and approval in September.

OTHER THINGS TO KNOW...

- Keep copies of paperwork for your records.
- Petty cash reimbursement and cash advances are available Monday through Friday 8:45am to 5:00pm in the Controller's office.
- The college does not reimburse for sales tax. Please present the Goucher tax exempt card to the vendor before your sale is complete.

COMMON PROBLEMS

- My petition was rejected. What do I do?
 - Ask John Nobriga, Club Council Administrator, for help.
- I was told my club's accounts have been frozen because a cash advance is outstanding.
 - Obtain original receipts and the balance of the unspent funds and turn them into the Controller's office to unfreeze the account.
- My club is out of money!
 - Make sure that all transfers have been properly accounted for, keep all of the petitions that your club has made and use as proof of transfer.

RECAP

- Use Club Petition Form to request funds from GSG
 - Be thorough and timely!
- **Plan ahead! Don't wait until the last minute to request money for your event.**
- When in doubt, ask for help from Ben, John, or Stacy - we're happy to help!



John Nobriga

GSG.CC.Administrator@mail.goucher.edu

Ben Saeks

GSG.CC.Treasurer@mail.goucher.edu

OSE Office Hours:

Tuesdays: 12:45 pm - 1:45 pm

Thursdays: 4:00 pm - 5:00 pm

Stacy Cooper Patterson

scooper@goucher.edu