Student Group Treasurer Training

Fiscal Year 2018-2019

BUDGETING OVERVIEW

- Group Finances
- Reimbursements
- Vendor Payments
- Fund Transfers
- Sponsorship Checks

FINANCIAL ACCOUNT #S

- Each group has their own financial account number
- The account number is used for reimbursements, fund transfers, room reservations, catering, etc.
- Using the account number takes the form of a chartfield
- NYU Law School Chartfield formulas:
  - Account – Fund – Org – Program – Project
  - E.g. 65182 – 20 – 53441 – LSBxx – M9809
- All student groups have the same Fund, Org, Project #s
- Only the Program # distinguishes the specific group

EXPENSE/ACCOUNT TYPES

If you have questions about the correct category for a particular expense, just email law.studentaffairs@nyu.edu and ask.

Examples:

Food = Dinner & Meeting

Movies for screening = Office Supplies

Printed t-shirts, bags, etc. = Copying & Printing Services

Gift cards = Awards & Prizes

Account Numbers for Student Group Reimbursements	
Expense Type	Account Number
Alcoholic Beverage *	65183
Awards and Prizes	65140
Books/Periodicals	63410
Copying and Printing Services	63109
Courier Services	63130
Dinner & Meeting (Meals) *	65182
Diplomas & Certificates	65150
Guard Services	65340
Membership Dues	65290
Miscellaneous OTP Charges (Money Orders)	63119
Music and Flowers	63296
Office Supplies	63110
Postage	63120
Prof. Services	60455
Prof. Services – Outside Computer	60480
Registration Fees	65170
Space Rental	65310
Travel and Living	65510

* Most Commonly Used

FINANCIAL REPORTS

- All treasurers will be given access to Reports after training
- You will receive an email notifying you to visit the IT Helpdesk to login and set up your password for the first time
- You can only access Reports from an NYU networked computer
- For questions related to Reports access, email law.helpdesk@nyu.edu

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Report generated
on 8/28/2014 by
NYULAW\bowmans

Financial Statement for SBA LL.M. Account - FY 2014

Fund Opening Balance - 09/01/2013: $0.00

Account		Description	Journal Id	Journal Date	Source	Jml Ref/Po/Vchr	Vendor	Revised Budget	Amount Posted to GL	Encumbrance
Revenues	40050	SBA to LLM account	LW04141401	4/14/2014	JEM	Fr LSB63		$0.00	$6,000.00	$0.00
		SubTotal for Account 40050						**$0.00**	**$6,000.00**	**$0.00**
	Total Revenues							**$0.00**	**$6,000.00**	**$0.00**
Expenditures	77005	SBA LLM to OGA	LW04251401	4/25/2014	JEM	LLM end of		$0.00	($6,000.00)	$0.00
		SubTotal for Account 77005						**$0.00**	**($6,000.00)**	**$0.00**
	Total Expenditures							**$0.00**	**($6,000.00)**	**$0.00**
Balance									**$0.00**	

FINANCIAL REPORTS

Account		Description	Journal Id	Journal Date	Source	Jml Ref/Po/Vchr	Vendor	Revised Budget	Amount Posted to GL
Revenues	40050	SBA to LLM account	LW04141401	4/14/2014	JEM	Fr LSB63		$0.00	$6,000.00
		SubTotal for Account 40050						**$0.00**	**$6,000.00**
	Total Revenues							**$0.00**	**$6,000.00**
Expenditures	77005	SBA LLM to OGA	LW04251401	4/25/2014	JEM	LLM end of		$0.00	($6,000.00)
		SubTotal for Account 77005						**$0.00**	**($6,000.00)**
	Total Expenditures							**$0.00**	**($6,000.00)**
Balance									$0.00

Focus on Amount Posted to GL column when trying to reconcile your budget. It will provide the true balance of group account.

PAYING FOR EVENTS

- Reimbursements
  - No reimbursement for future events
- Advance Travel Arrangements should be made through Student Affairs
- Vendor Payments
  - P-Card
  - Reimbursement
- Large Purchases: Contact law.studentaffairs@nyu.edu

SPEAKERS FEES & TRAVEL EXPENSES

- Speaker Fees
  - Must include an invoice for services provided
  - Submit invoice to Student Affairs for payment
- Travel Arrangements
  - Must be made in advance with CTA Card or
  - Student pays and submits for reimbursement after travel is complete

REIMBURSEMENTS

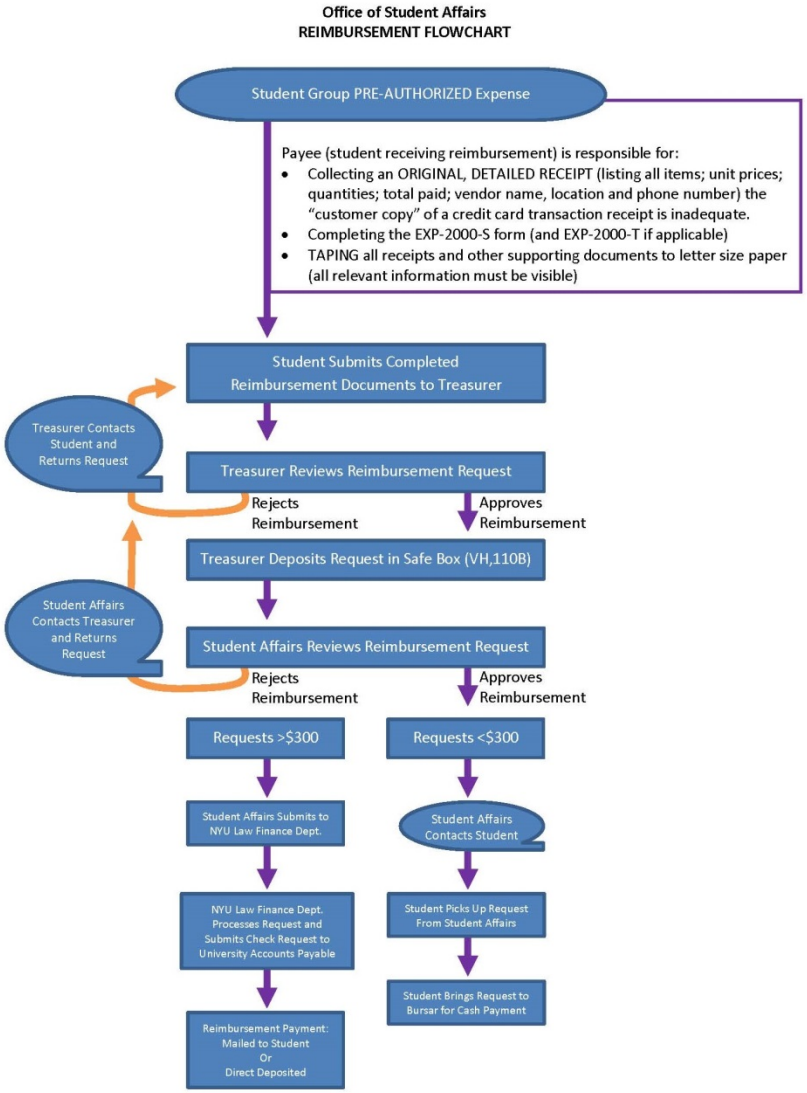
- As Treasurer, you are responsible for the accurate completion of group member reimbursement forms.
- Only sign off on forms that are accurate and COMPLETE.
- Your diligence will reduce the reimbursement process wait time.

REIMBURSEMENTS

- ≤ $300: Cash or Check
- > $300: Check only
- $1000 or more: email law.studentaffairs@nyu.edu to discuss

HOW TO GET REIMBURSED

1. Complete online reimbursement form
2. Attach proper documentation (itemized receipts with proof of payment)
3. Get approval signature from Treasurer
4. Deposit in Student Reimbursement Dropbox (VH 110B)
5. OSA, Finance, and NYU Accounts Payable will review and approve (4-6 weeks for checks)
6. You will be notified by email either to get cash or check
7. Get paid!



print

NYU

Form EXP2000S

For Accounts Payable Use Only

NEW YORK UNIVERSITY - STUDENT EXPENSE REIMBURSEMENT FORM

This form is to be used by NYU students only to request reimbursement for university business expenses. NYU will not process requests for expenses that are deemed nonpermissible/nonreimbursable by the University. For guidance, refer to the Business Expenses Policy and Expense Reimbursement Policy of the University(www.nyu.edu/financial.services/cdv/policies). If reimbursement is for travel, attach Form EXP2000T (reimbursement request for each trip must be submitted on a separate Form EXP2000T). If reimbursement is for meals during business meetings or events, attach Form EXP2000M. Otherwise, complete Box 11.

PAYEE INFORMATION

1.PAYEE'S FULL NAME: FULL NAME

VENDOR NUMBER(FOR ACCOUNTS PAYABLE USE ONLY):

2.STREET | 2a. APT# | 2b. CITY

2c. STATE | 2d. ZIP

4.ORGANIZATION TO BE CHARGED

UNIVERSITY ID: N_____

EXPENSE/ACCOUNT DETAILS

7.EXPENSE TYPE	Date	8.AMOUNT	ACCOUNT	FUND	ORG/DEPT	PROGRAM	PROJECT	TAX CODE

TOTAL EXPENSE:

METHOD OF PAYMENT *(YOU MAY RECEIVE CASH ONLY WHEN TOTAL EXPENSE IS $300 OR LESS)*:

- Cash
- Check

[Online Student Expense Reimbursement Form]

1. Drop down menus choices:
   - Organization
   - Expense Type
2. Auto fills the Account Details

EXPENSE/ACCOUNT DETAILS

7.EXPENSE TYPE	Date	8.AMOUNT	ACCOUNT	FUND	ORG/DEPT	PROGRAM	PROJECT	TAX CODE

TOTAL EXPENSE:

METHOD OF PAYMENT *(YOU MAY RECEIVE CASH ONLY WHEN TOTAL EXPENSE IS $300 OR LESS)*:

- Cash
- Check

Your check will be mailed to the ADDRESS listed in the Payee Information. For Direct Deposit you need to download the Authorization Form and submit it to NYU Accounts Payable per instructions on the form.

Optional: Download and fill out the Direct Deposit Form – Must take to Finance or AP

DO YOU HAVE ALL THE ORIGINAL RECEIPTS FOR SUBMISSION?

- Yes
- No

Reminder: Fill out Missing/Inadequate Documentation Report explaining the expenses incurred and what documentation you have in lieu of original receipts.

Download the Missing Document Form if you lost your receipts

11.DESCRIPTION AND BUSINESS PURPOSE OF EXPENSE/S

DO YOU HAVE ALL THE ORIGINAL RECEIPTS FOR SUBMISSION?

- Yes
- No

12.SIGNATURES/APPROVALS:

I, the Payee, certify that the charges reported here are correct and that I am not claiming reimbursement from other sources for the same. I understand that the University will deduct all federal, state, and local taxes and report any payments made to me as required by law.

SIGNATURE OF PAYEE

NAME OF APPROVER: Sarah Bowman

EMAIL ADDRESS OF PAYEE

SIGNATURE OF APPROVER

TEL.NUMBER

TEL. NUMBER: 212-992-8847

DATE

DATE

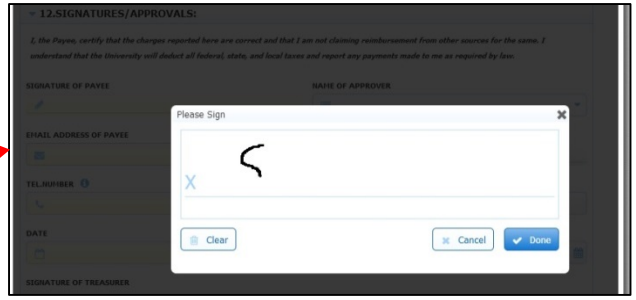
SIGNATURE OF TREASURER

SIGNATURE OF PAYEE TO PICK UP PETTY CASH *(To be signed in the presence of the teller at time of pick-up).*

For additional forms and instructions, see www.nyu.edu/financial.services.cdv

Print | Cancel

You can sign your name electronically!



When finished, you click Print and a PDF will be emailed to you.
Simply print it, attach receipts, get the treasurer signature, and deposit in Student Reimbursement Drop Box.

REIMBURSEMENTS

- RECEIPTS:
  - Provide all **ORIGINAL, ITEMIZED RECEIPTS**, showing detailed expenses, **AND PROOF OF PAYMENT.**
  - Tape all receipts to 8-1/2 x 11 paper – no staples please!

- REIMBURSEMENT DROPBOX:
  - Student Reimbursement Dropbox is in Kushner Lounge (VH 110B), on the wall in the first locker room on the right as you enter Kushner.
  - You will be notified via email when your reimbursement has been reviewed.

- ACCEPT/REJECT:
  - Incorrect or incomplete forms will be returned to the student and an email with further instructions will be sent to the payee and treasurer.
  - Approved forms will be processed for reimbursement in the form of cash or check (or direct deposit if set up).

REIMBURSEMENTS

- TIPS FOR A FASTER REIMBURSEMENT:
  - Avoid paying in cash
  - Submit paperwork within 15 days after the event
  - Tips NEVER exceed **20%** of the PRETAX amount
  - You MUST separate alcohol from food expenses

- TIPS FOR THE ***FASTEST*** REIMBURSEMENT – Get **CASH** back:
  - Spend less than $300 on events so that they can get cash back
  - Turn around time is usually around 5 business days
  - Paperwork must be perfect!
  - Pick up approved form from Student Affairs, FH 474, and take to Bursar's Office located in Student Services Center, 383 Lafayette Street (bring student ID)

REIMBURSEMENTS

- ADDITIONAL TIPS:
  - Student Reimbursement Process if FOR CURRENT STUDENTS ONLY (Not parents, faculty, administrators, visitors, alumni, etc.).
  - Avoid waiting to submit your reimbursements to the end of the year. End of year backlog causes additional delays.
  - Mailing address you provide must be valid for at least one month. After May 1st, provide the address where you will be living over the summer.
  - Tax Exempt Forms – can be requested, but you need to provide an invoice with tax removed and the vendor name, address, fax, phone, and email at least a week in advance to law.studentaffairs@nyu.edu.
  - NEVER sign a contract with a vendor or venue.

FUND TRANSFERS

Fund transfers between groups are simple:

1. Treasurer of Group A emails OSA, requesting $X.XX amount be transferred to Group B for _____ event. The treasurer of Group B should be cc'd on the email from Group A.
2. OSA confirms receipt of the fund transfer request, and forwards the request to the Finance Department for processing.
3. Funds from Group A are electronically transferred to Group B, and the transfer will show up in Reports.

SPONSORSHIP CHECKS

- All outreach to firms and sponsors should be coordinated with the Office of Development.
- All checks are to be mailed to Student Affairs and should include a completed NYU School of Law Gift Card, identifying the need for a tax receipt.
- Upon receipt of a check, Student Affairs will notify the group treasurer and submit the check to the Development Department for processing.

SPONSORSHIP CHECKS

Student Organization _____

Event Title and Date _____

Firm Name _____

Gift Amount _____ **Does the firm require a tax receipt?** ☐ **Yes** ☐ **No**

ALL CHECKS SHOULD BE MADE PAYABLE TO NYU SCHOOL OF LAW

Please note the student organization name in the memo portion of the check.

Please mail your contribution, together with this form to the Office of Student Affairs, NYU School of Law
245 Sullivan Street, Room 474, New York, NY 10012. If you have any questions, please write to law.studentaffairs@nyu.edu