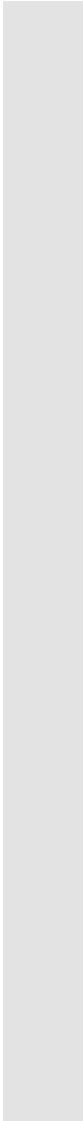


# RSO Finances

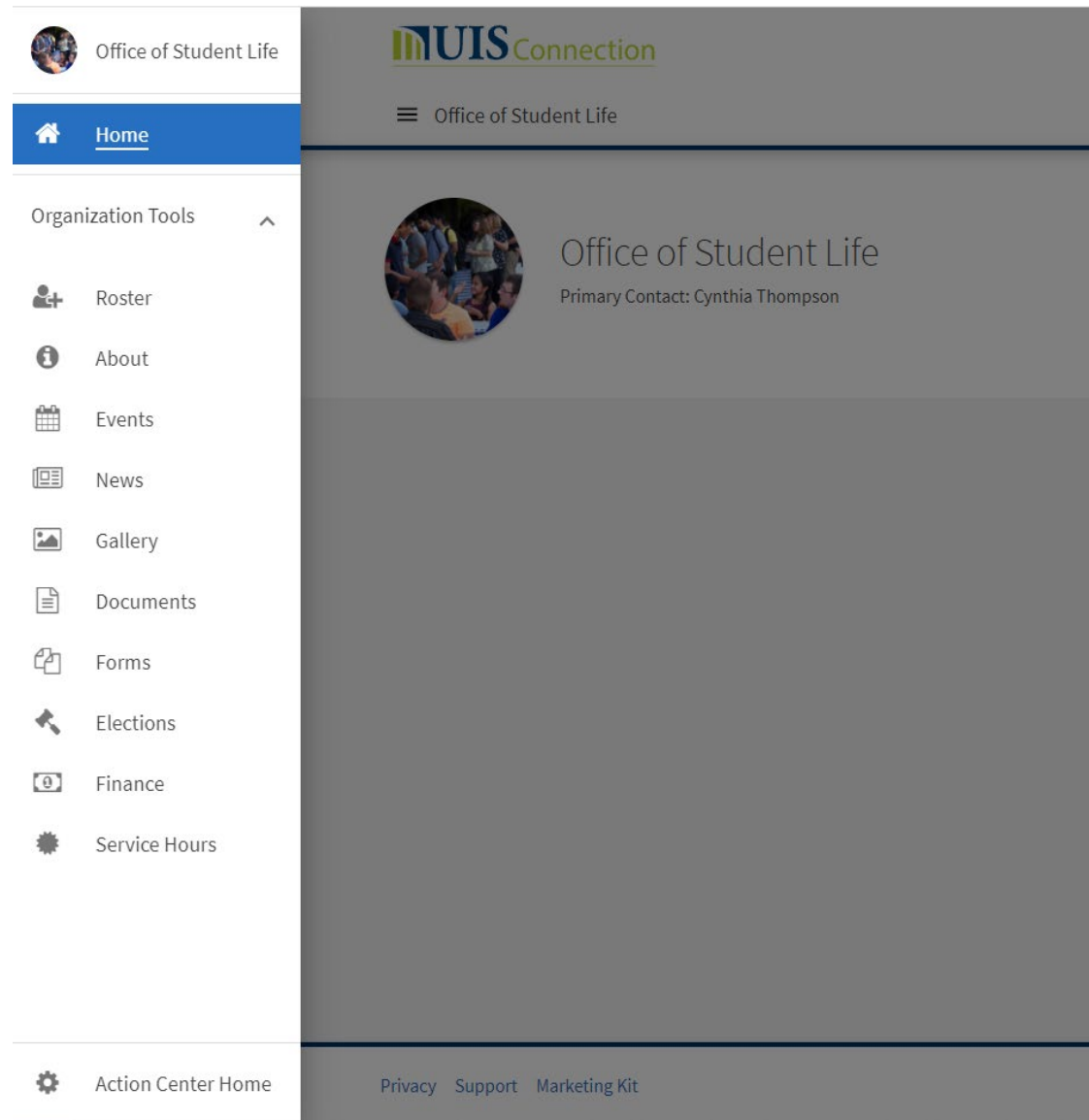
# Ledger 9/Fundraising Accounts

- All RSOs are provided a ledger 9 account that serves the purpose of holding the organizations money.
- RSO can obtain funds through fundraising, collecting dues, requesting SOFA funds, donations, etc. RSO treasurers are responsible for overseeing the ledger 9 account ensuring that the funds are being used appropriately and the account never goes into a deficit.
- If an RSO account goes into a deficit, the organization will be responsible for bringing that account back to a positive.
- Student Life serves as a custodian of the RSOs ledger 9 account but is not responsible for managing the accounts financial transactions.



# Checking Your Account Balance and History

# Checking Your Account



- Access your RSO Ledger 9 (also known as Fundraising Account) balance and transaction history on UISConnection
- From your RSO's page on the Manage Side, select "Finance"

# Checking Your Account

- Select “Accounts” button in the upper right hand side of the page

The screenshot displays the 'UIS Connection' web application interface. At the top, the 'UIS Connection' logo is visible on the left, and a user profile icon is on the right. Below the logo, the text 'Office of Student Life' is displayed. The main heading of the page is 'Purchase Requests'. In the top right corner, there is a button labeled 'ACCOUNTS' and a 'CREATE REQUEST' button with a dropdown arrow. Below the heading, there are tabs for 'Budget', 'Purchase', and 'Funding'. A search bar is located below the tabs. To the right of the search bar, there are dropdown menus for 'Status' (All Statuses), 'Stage' (All Stages), and 'Category' (All Categories). A toggle switch for 'Show Only Recently Deleted' is also present. The main content area shows 'All : 0 result' and a message: 'No Requests match the search or filter criteria.' The footer contains links for 'Privacy', 'Support', and 'Marketing Kit', along with the copyright notice '© Campus Labs 2021'.

# Checking Your Account

## Finance

CREATE NEW REQUEST ▾

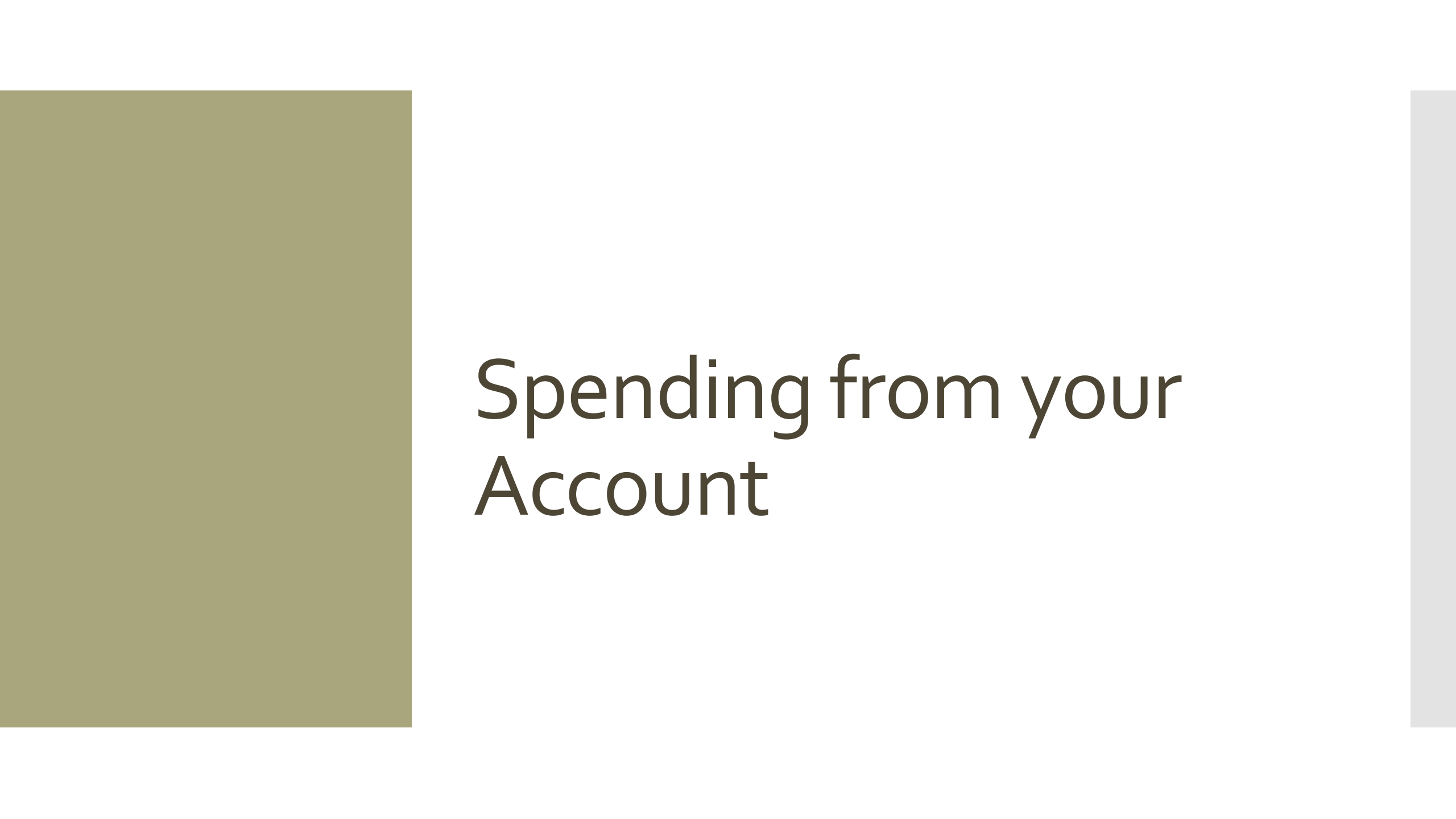
Submit financial requests for organization funding or purchases made. Please note that these requests are not tied to actual monies and are for information only.

BUDGET REQUESTSPURCHASE REQUESTSACCOUNTS

| Name                 | Description           | Parent | Balance                                                                             | Available                                                                           |
|----------------------|-----------------------|--------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <a href="#">SOFA</a> | SOFA Ledger 6 Account |        |  |  |

Showing 1 - 1 of 1

- You will be able to see your organizations balance. It is important to keep this amount positive (at or above \$0.00)
- Clicking on the account's name will open more details, including a transaction listing



# Spending from your Account

# Spending from your Account - Reimbursement

- Any student member of an organization may be allowed to purchase needed goods or services with their own personal funds and submit for reimbursement from the organizations account.
- 1. Discuss purchase with organization, set a budget, and ensure funding is available
- 2. Purchase the items with personal funds
- 3. Complete a RSO Disbursement Voucher (found online at <https://www.uis.edu/student-orgs/forms-policies> or available for pick up at Student Leadership Center) with the student member who paid for the purchase listed as the Payee
- 4. Bring Original Receipts with completed Disbursement Voucher to the Student Leadership Center.
- 5. Funds will be Direct Deposited into the students account the University has on file. (Please note that reimbursements can take up to 4 weeks to be deposited)

# Spending from your Account - Reimbursement

UNIVERSITY OF ILLINOIS  
Urbana-Champaign Chicago Springfield

## Organization Fund Disbursement Voucher

Name of Organization: \_\_\_\_\_

### Vendor/Payee Information

Payee ID Number: \_\_\_\_\_

☐ Student UIN: \_\_\_\_\_

☐ Vendor Banner #: \_\_\_\_\_

Vendor FEIN: \_\_\_\_\_

University Use Only  
Banner Doc #:

Make check payable to:

Last Name, First Name OR Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

ZIP: \_\_\_\_\_

Payment Method:

☐ U of I students, faculty, staff - ACH Direct deposit as on file in Banner.

If the payee does not have Direct Deposit set up in Banner, select one:

☐ Mail check to payee.

☐ Yes, include copy of invoice/payment voucher.

☐ When check is ready for pickup at Cashier, call \_\_\_\_\_ at \_\_\_\_\_

### Invoice Information

| Invoice or<br>Transaction Date | Invoice/Doc # | Description/Reason for Payment<br>Attach receipts, invoices, or supporting documents | Amount |
|--------------------------------|---------------|--------------------------------------------------------------------------------------|--------|
|                                |               |                                                                                      |        |
|                                |               |                                                                                      |        |
|                                |               |                                                                                      |        |
|                                |               |                                                                                      |        |
| Total                          |               |                                                                                      |        |

### FOAP

| Chart | Fund | Organization | Account | Program | Amount |
|-------|------|--------------|---------|---------|--------|
|       | 90   |              |         | 199000  |        |

### Organization/University Approvals

Items on this voucher are appropriate to the organization's purpose and comply with the Organization's Fund Policies and Procedures.

Fund availability verified by University Accounting

Organization Financial Officer (Treasurer/President)

Secretary of the Fund

#### Voucher Bookkeeping

Previous balance brought forward \_\_\_\_\_

SUBTRACT total automatic University payments \_\_\_\_\_

Subtotal \_\_\_\_\_

ADD total deposits made since previous voucher \_\_\_\_\_

New amount available to spend \_\_\_\_\_

SUBTRACT AMOUNT OF THIS VOUCHER \_\_\_\_\_

Amount available after check issued for this voucher  
(Carry this balance forward to the next voucher) \_\_\_\_\_

#### Submit this form to:

##### Chicago Campus

Office of Campus Programs  
Student Center East  
Room 340 MC118  
750 S. Halsted  
Chicago, IL 60607-7012

##### Urbana-Champaign Campus

Office of Registered  
Organizations  
284 Illini Union  
1401 W. Green St.  
Urbana, IL 61801

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# Spending from your Account – Direct Charges

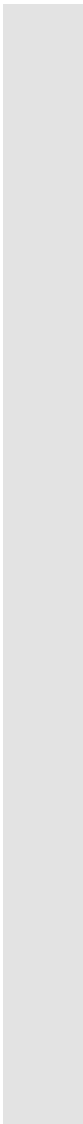
- When utilizing an on-campus service (Printing, Catering, etc.) payment for services can be done by providing the department with your organization account number or CFOAP in the following format: 4-90\_\_\_\_ - 626000-xxxxxx – 199000
- You can obtain your organizations 4-digit account number on UISConnection under “Finance” “Accounts”

# Spending from your Account – Checks for Vendors

- To pay a vendor outside of on campus university services, submit an RSO Disbursement Voucher with the vendor as the Payee.
- Attach all supporting documentation, originals only, Student Life staff can make copies for you to keep with your records.
- Supporting documentation includes invoices, bills, statements, itemized receipts, or contract with letter of agreement.

## Spending from your Account – Vendors accepting Credit Card

- RSOs may make online purchases or over the phone payments at the discretion of their Student Life Liaison. Student Life Liaison's are able to use their University issued cards to make these payments and apply the charges directly to your Ledger 9 account
- Student Life Staff will take into account:
  - Access of the receipt – needed for reconciling purposes
  - Timeliness – Make an appointment and discuss with your Liaison in advance
  - Prohibited Purchases – There are certain things that cannot be purchased with a University Card
- It is best to discuss in advance with your Student Life Liaison to see if this option is available for your purchase



# Fundraising

# Registering your Fundraiser

- Registered Student Organizations must register all fundraising activities with the Student Life Office at least two (2) weeks prior to the scheduled activity.
- Fundraisers include all activities where there is a collection of funds, regardless of whether the money is donated to a charity or is kept by the sponsoring organization for their own uses.
- Any funds collected using University property, facilities, and/or services MUST be deposited within 24 hours to the organization's ledger 9 account, if the fundraising event is taking place over multiple days, funds must still be deposited within 24 hours of each day they are fundraising

# Collecting Funds

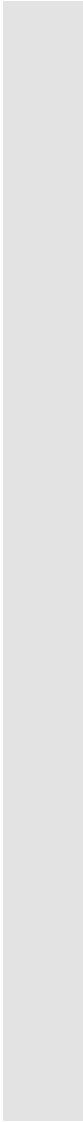
- Due to limitations on RSO Fundraiser accounts, online card applications such as Square, Venmo and PayPal cannot be linked directly to the account. Therefore, RSOs are not permitted to use these sources for payment. RSOs are also not permitted to use University payment collection services, such as credit card terminals or forms through University Merchant Card Services
- When accepting checks, make sure that they are made out to “UIS” with your organization in the memo line. If a check is from a student, staff, or faculty member, it must also include the individuals UIN.

# Dues

- Registered Student Organizations are allowed to collect a fee for membership benefits for their organization. This amount is to be set forth as equal for all member retaining the same rights and privileges.
- This amount must be on record annually with the office of Student Life through the Student Organization Registration form.
- Registered Student Organizations who choose to collect dues are encouraged to do so on a set date and to manage their budgets and records independently.
- Dues should be deposited within 24 hours of collection into the Student Organization Ledger 9 Account.

# Deposits

- All funds collected using University facilities, equipment or resources must be deposited within 24 hours of collection to the Student Leadership Center. Deposits are made by bringing all cash and checks to the Student Leadership Center. A Student life staff member will assist the organization with making a deposit into their ledger 9 account.



# Taxes

# Taxes

- All tax and legal matters relating to organization activities are the responsibility of the organization.
- Registered Student Organizations are not authorized to use the University's Employer Identification Number, non-profit status, or tax-exempt status.
- An organization can independently apply for non-profit status and/or tax-exempt status with the IRS.
- Registered Student Organizations are not authorized to accept tax-deductible donations on behalf of the University.
- When soliciting donations, it is the responsibility of the organization to inform potential donors that their contributions are to the organization, not the University, and are not tax deductible.
- Organizations that have their own 501(c) (3) charitable organization status are eligible to receive tax- deductible contributions through their organization, not the University. If your organization has a parent chapter or national headquarters, the organization should consult with them regarding tax status.