

## **Student Organization Account Procedures**

### Organization accounts

A Registered Student Organization (RSO) will have an account created through SOMECA after the organization has completed all required steps for organization registration. Accounts are administered by one of the offices of SOMECA, depending on where the RSO is registered: Student Organization Advising and Resources (SOAR), Student Media, or Cultural Arts and Diversity (CAD).

### Authorization for expenditures

Expenditures from any RSO account requires the written authorization of one Authorized Representative of the organization, as designated on the organization's Application to Register form on file at a SOMECA office. Charges by University offices will be made directly to accounts, according to prior agreements by organizations as indicated by the written authorization of one Authorized Representative of the organization. If for any reason a final charge exceeds the originally agreed upon amount, the SOMECA office will investigate the reason and notify the student organization which may challenge the increased charge. The organization is responsible for its debt and obligations to the University incurred during the academic year. Authorized Representatives are billed for any debts.

### Authorization for income

When a RSO raises funds on campus, these are required to be deposited to a university account. Students can deposit funds to their university account by making cash or check deposits or turning in funding awards to their SOMECA office. University offices may make direct deposits of funds to an account in response to requests by the student organization or as an award or contribution. If any income transaction is not wanted by the organization, the Authorized Representative can reverse the transaction by making a request to their SOMECA office. Funds raised on campus or received from University funding sources, cannot be used for off campus activities. RSOs are required to maintain the University's cash handling protocol as outlined by the SOMECA office.

### Active accounts

RSO accounts remain active as long as the organization completes the RSO registration process. Accounts are closed at the end of the academic year, but remain active and are reopened the following Fall Quarter. If an organization ends or does not register with SOMECA for two or more years, the funds remaining in the account are transferred to a central account and used for programs that support RSOs as a whole (e.g. leadership conferences and workshops). The development of programs and services funded by the central account will be informed by a SOAR Advisory Board, per Audit & Management Advisory Services recommendation.

### Transparency of accounts

Authorized Representatives can view their accounts at any time by requesting a ledger from the SOMECA office that administers their account. SOMECA prints or sends account information directly from the University financial system to Authorized Representatives; the offices do not translate or send account analysis unless this is requested. SOMECA provides trainings for RSOs on how to read University accounts and staff may answer questions about account information.