
Policy on the Administration of Student Organization Funds

Effective: June 19, 2017

Purpose

The purpose of this policy is to provide direction for the oversight of student organization funds in compliance with California State University and CSU, Northridge policies, and to define campus entities responsible for the implementation, management and administration of student organization funds. This policy is applicable to university recognized clubs and organizations, herein after referred to as student organizations.

Policy

1. Pursuant to CSU Executive Order 1068, Student Activities, student organizations must be established in accordance with campus procedures, which are published on-line at <http://www.csun.edu/sites/default/files/Recruitment-Procedures-final.pdf>. Monies collected in the name of a student organization for its activities must be used exclusively for the purpose of furthering the student organization's goals and objectives as articulated in its current constitution and bylaws.
2. Monies collected by student organizations must be maintained in an Agency Fund through the Associated Students, Inc. at California State University, Northridge (A.S.). Further, per university recognition requirements, student organizations must maintain an A.S. Agency Fund in order to conduct university business and access campus services through the chargeback process. Each student organization establishing an Agency Fund must have a current Agency Fund Application on file with the Matador Involvement Center.
3. Student organizations that are required through national affiliation or by affiliated local organizations with a separate 501(c) (3) status to hold an off-campus bank account may do so with the approval of the Vice President for Administration and Finance (or designee).
4. A.S. administrative policies and procedures concerning funds administration and cash handling must align with all CSU, CSUN, state and federal regulations.

Procedures

1. Student organizations eligible to hold an off-campus bank account may seek the approval of the Vice President for Administration and Finance by submitting a letter from the national affiliate organization specifying the requirement or mandate for off-campus banking. Assistance in the submission of such request is available through the Matador Involvement Center. The student organization president and treasurer will have the responsibility for adhering to all state, federal and local laws pertaining to banking, Employer Identification Numbers (EIN), Internal Revenue Service (IRS), etc.
2. Student organizations must develop procedures in alignment with relevant A.S., CSUN and CSU

policy on cash handling

3. A.S. holds student organization monies under its employer identification number (EIN) and is, therefore, obligated to record revenue and expenses for the student organization in its financial records. In addition, A.S. is obligated to meet all regulatory reporting requirements pertaining to such transactions, including the inclusion of the financial activity in tax filings.

Authority

Per EO 731 – Designation of Chief Financial Officer, the campus CFO is responsible for the business and financial affairs of the institution. Per EO 1068, Student Activities, the Vice President of Student Affairs' (VPSA's) is responsible for overseeing the chartering and recognition of student organizations.

Responsibilities

1. The CSUN President's designees for the purpose of implementing this policy shall be the Vice President for Student Affairs and the Vice President for Administration and Finance.
2. The Associated Students, Inc. is the auxiliary organization designated by California State University, Northridge to accept and administer university funds as an agent of the university for recognized clubs and organizations. This designation is authorized through the campus [Memorandum of Understanding/Operating Agreement](#) process.
3. The Matador Involvement Center is responsible for the administration of the university student organization recognition requirements and shall provide guidance and assistance to officers of student organizations who are responsible for compliance with this policy.


Related Policies and Reference Documents

[California Education Code, § 42403. Funds](#)
[ICSUAM 3141.01 Administration of Student Organization Funds](#)
[ICSUAM 13680 Placement and Control of Receipts for Campus Activities and Programs](#)
[Executive Order 1068, Student Activities](#)
[Executive Order 1059, Utilization of Campus Auxiliary Organizations](#)
[Executive Order 731, Designation of Chief Financial Officer](#)

Contact Information

If you have any questions, please contact the Matador Involvement Center at (818) 677-5111.

Approved by



William Watkins, Vice President for Student Affairs

6-14-17

Date



Colin Donahue, Vice President for Administration and Finance

6/15/17

Date