

MATADOR INVOLVEMENT CENTER

# Off-Campus Bank Account Q&A Session

## AGENDA

- Related Policies
- Process
- Training Requirements
- Resources
- Question and Answer

POLICY

# The Policy on the Administration of Student Organization Funds

## WHAT IS THE POLICY?(SLIDE 1 OF 2)

- The **Policy on the Administration of Student Organization Funds**, outlines requirements for the management of student organization funds. The policy provides direction on the proper oversight of student organization funds to ensure funds are deposited into an approved account and used for intended purposes.
- The policy details where and how funds can be deposited; record keeping requirements; and the need for internal controls to prevent fraud and misuse of funds.
- In the policy, Associated Students is designated as the entity responsible for receiving deposits and managing expenditures for student organization funds, through the organization's AS Agency fund.

## WHAT IS THE POLICY? (SLIDE 2 OF 2)

- Student organizations *mandated (or required)* by a national or local affiliated organization with a separate 501(c)(3) status to have an off-campus bank account can *request* an exemption to bank off-campus.
- Request for an exemption are reviewed and approved (or denied) by the Associate Vice President of Financial Services.
- Organizations that do not have approval to bank off-campus cannot have and/or use an off-campus bank account.

## WHEN WAS THE POLICY IMPLEMENTED?

- CSUN's policy was implemented June 19, 2017, in response to **CSU policy ICSUAM 03141.01 Administration of Student Organization Funds** that was implemented May 18, 2015.

## WHO IS REQUIRED TO FOLLOW THE POLICY?

- All recognized student organizations are required to follow the policy.
- Organizations *mandated* (or *required*) by a national or local affiliated organization with a separate 501(c)(3) status can request an exemption to the policy.

THE PROCESS

# Requesting an exemption



## WHAT IS THE PROCESS TO REQUEST AN EXEMPTION TO THE POLICY?(SLIDE 1 OF 2)

- To request an exemption the President or Treasurer of a recognized student organization must submit the **Banking Exemption Request** form.
- As part of the application process, the student organization must provide a letter from the local or national affiliate, **stating** the organization is *mandated* (or *required*) to have an off-campus bank account.
- The organization must also provide the local or national affiliate's Form 990 or W9 form. The required tax documents **must be for the national or local affiliated organization, not the student organization/chapter.**

## WHAT IS THE PROCESS TO REQUEST AN EXEMPTION TO THE POLICY? (SLIDE 2 OF 2)

- Additionally, both the President and Treasurer must attend the **Off-Campus Bank Account** training.
- After all required documents have been received and the President and Treasurer have attended the Off-Campus Bank Account training the application will be forwarded to the Associate Vice President of Financial Services for review.

## HOW TO ACCESS FORMS AND THE SUBMISSION DEADLINE

- The **Banking Exemption Request** form is available on the [MIC Off-Campus Bank Account](#) webpage.
- Also available on the webpage are **templates** the organization can use to request the letter and tax documents from the affiliate organization.
- The deadline to submit the form and required documents is **Monday March 31, 2025 at 11:59pm**

## HOW LONG DOES IT TAKE FOR A REQUEST TO BE REVIEWED?

- Only complete applications by organizations that completed the training requirement will be forwarded to the Associate Vice President of Financial Services. Processing time will depend on when the application is forwarded.

## WHAT IF THE AFFILIATE WILL NOT PROVIDE A LETTER OR THE REQUIRED TAX DOCUMENTS?

- If the affiliate organization does not provide the required letter and tax documents, the organization's request will not be reviewed for approval.
- Remember, only organizations *mandated* (or *required*) by a local or national affiliate with a separate 501(c)(3) status is eligible to request an exemption. If the affiliate organization does not provide a letter stating the organization is *required* to have an off-campus bank account and/or provide the required tax documents, then the University cannot affirm the organization is *required* to have an off-campus bank account in accordance with the policy.
- While the University recognizes having an off-campus bank account may be more convenient, the policy only allows eligible organizations to have an off-campus bank account.

## TRAINING DATES AND DEADLINES

- For the Fall 2024 semester the MIC will host three (3) in-person workshops:
  - Thursday November 21, 2024 3pm to 4pm
  - Tuesday December 3, 2024 1pm to 2pm
  - Wednesday December 4, 2024 11am to 12pm
- Spring 2025 training dates will be announced the first day of the Spring 2025 semester.
- All trainings will occur in-person.
- For the workshop location and to sign-up to attend a workshop go to the [MIC Off-Campus Bank Account](#) webpage.
- Training must be completed by **Monday March 31, 2025 by 5:00pm.**

# Unapproved Accounts & Previously Approved Accounts

## WHAT IF AN ORGANIZATION HAS AN OFF-CAMPUS ACCOUNT THAT WAS NOT PREVIOUSLY APPROVED BY THE UNIVERSITY?

- Organizations with an unapproved off-campus bank account can submit a request for an exemption. If the request is denied the organization is required to close the account and provide proof the account has been closed.
- Organizations with an unapproved off-campus bank account are in violation of University policy and subject to the student organization complaint review process.



## WHAT IF AN ORGANIZATION WAS PREVIOUSLY APPROVED TO HAVE AN OFF-CAMPUS BANK ACCOUNT? (SLIDE 1 OF 2)

- Organizations previously approved to have an off-campus bank account must provide a copy of the affiliate's Form 990 or Form W9, every year the account is open.
- The President or Treasurer must submit the affiliates Form 990 or Form W9 using the [Off-Campus Bank Exemption Form 990 or W9 Submission form](#) by **Monday March 31, 2025 at 11:59pm**. The form is available on the [MIC Off-Campus Bank Account](#) webpage.

## WHAT IF AN ORGANIZATION WAS PREVIOUSLY APPROVED TO HAVE AN OFF-CAMPUS BANK ACCOUNT? (SLIDE 2 OF 2)

- The President and Treasurer must complete the off-campus bank account training every year the account is open.
- Organizations that do not provide the affiliates tax documents and/or complete the training annually are subject to the student organization complaint review process.

# HOW DO I FIND OUT IF MY ORGANIZATION WAS APPROVED TO BANK OFF-CAMPUS?

The following organizations have received University approval to have an off-campus bank account:

1. Alpha Epsilon Omega Fraternity
2. Alpha Epsilon Pi
3. Alpha Kappa Delta, Sociology Honor Society
4. American Society of Civil Engineers (ASCE)
5. Phi Lambda Rho Sorority
6. Sigma Alpha Epsilon

# Resources

# HOW DO I FIND OUT IF MY ORGANIZATION HAS AN AS AGENCY ACCOUNT?

- The **AS Accounting and Financial Services** office manages student organization agency accounts. All questions related to the organization's agency account, deposits, expenditures, etc. can be directed to AS Accounting and Financial Services.
- Questions related to opening an AS Agency account can also be directed to AS Accounting and Financial Services.
- **Contact Information**
  - **Webpage:** [AS Accounting and Financial Services webpage](#)
  - **Phone Number:** 818-677-2389
  - **Email:** [asaccounting@csunas.org](mailto:asaccounting@csunas.org)
  - **Location:** [USU 1<sup>st</sup> floor of the South West Addition](#)
  - **Hours of Operation:** Monday to Friday 8am to 5pm

## IMPORTANT RESOURCE

- [Matador Involvement Center \(MIC\) Off-Campus Bank Account](#) webpage
  - Email questions about off-campus bank accounts to [micclubs@csun.edu](mailto:micclubs@csun.edu)
- [AS Accounting and Financial Services](#) webpage
  - Email questions about AS Agency accounts to [asaccounting@csunas.org](mailto:asaccounting@csunas.org)
- [CSU Policy Administration of Student Organization Funds](#)

Thank you