

Moorpark College

# TREASURY 101

(for you, the treasurer!)



Here you can find the various responsibilities and tasks of the Treasurer/Financial Director laid out, along with some helpful information, tips, and resources in how to navigate the trade smoothly.

As treasurer, you are handling the finances of your student organization. With that comes two prominent duties: **purchasing items/food** and **requesting more funds**, which we'll go over in detail below.

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# GENERAL INFO

**Each student organization at Moorpark College is given their own trust account.** This trust account works like a bank account within the college, where you can pull funds from to purchase items on behalf of your club, and also put funds into.

## **Ways to check your club's trust account balance:**

1. Know your start balance at the beginning of each school year and keep track of how much has been taken out or put in after each transaction. **I suggest keeping a manually-inputted budget ledger with your balance.**
2. Ask the Student Activities Specialist (Kristen Robinson) how much your club's current balance is. She can be reached at [krobinson@vcccd.edu](mailto:krobinson@vcccd.edu).

I recommend doing a combination of the two – at the beginning of each semester, ask Kristen and from then on, keep a record of how much money goes in and out.

# PURCHASING THINGS

When **purchasing** materials/street cred/food/anything, you'll purchase through

- **petty cash request** (\$200 max) - to cover minor out-of-pocket advances or reimbursements. *EX: to buy Costco food for a club meeting or small materials for a club activity.* **Not** to be used for equipment, pay for repairs, or travel  
**OR**
- **a purchase order** – to be used for bigger purchases that are *not* covered through petty cash. Purchase order items are *EX: club T-shirts or club hats, pricier items*
- **OR**
- **an advance check** – to be used for things like field trip/conference expenses *EX: daily food allowances on trip to WWE match*

**For all of these, you'll have to fill out a Requisition Form.** You can ask for these in the Associated Students office in Campus Center (by the cafeteria). **Pro Tip:** don't be too specific in the Document Text box – just put “food” or “supplies for Club Rush”

Petty Cash Sample:



P.O. Sample:



Advance Sample:



Point your camera at these



## PETTY CASH

Once you know what will be purchased and have filled out the Requisition Form, you'll need to

1. get signatures of people *in this order*:
  - a. yourself
  - b. your faculty advisor
  - c. Student Activities Specialist (Kristen Robinson)
  - d. a Division Dean
2. head to the Student Business Office (SBO) in Fountain Hall
  - a. give them your Requisition Form
  - b. take the cash, spend it, **keep your change and receipt(s)**  
\*note: if you're buying food, keep a copy of the meeting's Sign-In Sheet
  - c. next day or so (within 10 days MAX) – give the SBO your change, receipts, and possible sign-in sheet

## PURCHASE ORDERS

Use Purchase Orders for bigger purchases that are *not* covered through petty cash. You'll have to fill out a another, separate Purchase Order/Requisition Form for items that'll be purchased online (and then delivered to the MC Warehouse) or individual items that exceed \$200.

“Requisition Forms will not be accepted if they are not received ***at least three weeks in advance*** of when the items are needed” – if you have a deadline, just make sure to submit it early.

*Note:* don't wait until right before you purchase your items to fill out a PO. In fact, you should try and fill out a blanket Purchase Order (“blanket” = it includes all the items you need) as soon as funds get deposited into your account from AS.

*Note:* you don't have to buy all the items that were in your blanket PO all in one trip – the rest of the money will still be there waiting for your next trip

## ADVANCE CHECKS

“Requisitions for advance checks must be received by MC Fiscal Services ***no less than two weeks before the date of travel***. Renting equipment, paying for services, or providing honorariums to speakers, or ordering items for your organization can take at least three weeks to process. Please plan accordingly.”

# REQUESTING MORE \$\$

When **requesting more funds** to be put in our trust account, you will have to come to a Programming Committee meeting held by the Associated Students – they usually take place twice a month.

*To get on the next Programming Committee meeting, email the AS Director of Budget and Finance: [ASMCFinance@vcccd.edu](mailto:ASMCFinance@vcccd.edu) with a scan of your Application for Funding.*

Plan to email your Application for Funding at least one week before a Programming Committee to get on the upcoming agenda. At the Programming Committee meeting, you'll come in with an itemized budget and defend that budget; the budget will then get approved and AS will transfer the funds to your trust account.

**Pro Tip:** Be very organized - know what you want to buy ahead of time. Also, you have a solid idea of what the club's balance is but it's not a bad idea to double check with Kristen that it is correct before filling out the Application for Funding.

## **Emailing the AS Director of Budget and Finance:**

- Request a spot for your club on their next agenda
- Fill out the Application for Funding Form (on next page) and in your email to [ASMCFinance@vcccd.edu](mailto:ASMCFinance@vcccd.edu) attach a scanned copy; also, put the physical copy in their mailbox in the AS office. They'll email you with your status.
- *Note:* It is a good idea to CC your club's email.



Blank Application for Funding:



*Note: you can find all these forms on the MC website under the Student Activities tabs, and can **definitely ask for any of them at the Associated Students Office.***

**Prior to the Programming Committee meeting:**

- Prepare a short 5-minute intro describing the club, what you're asking for, why, the like – any important intro things you want to start with. If they have any questions about the specifics, they'll ask you after your intro.
- **Important:** know how much money you have in your trust account before you go into the meeting
- Have an answer to “What is your club currently doing to fundraise?”
- Make sure you know the ins and outs and the why's of the items you're asking money for.

**Risky Pro Tip:**

The AS Director of B&F will send you the agenda before the day of the Programming Committee meeting. You can calculate when your time slot will start and just show up 15 minutes before you're slated to go.

# IMPORTANT PEOPLE

## **Student Activities Specialist:** Kristen Robinson

- [krobinson@vcccd.edu](mailto:krobinson@vcccd.edu)
- office is Campus Center 149; in AS office
- 805-553-4976
- **AS Hours of Operation –**
  - M-Th 8am to 5pm
  - F 8am to 12pm

## **Student Business Office:**

- Located in Fountain Hall
- **SBO Hours of Operation:**
  - MTh 8am to 5pm
  - TW 8am to 7pm
  - F 8am to 12pm

## **AS Director of Student Organizations:**

- [ASMCTestudentOrgs@vcccd.edu](mailto:ASMCTestudentOrgs@vcccd.edu)
- Contact for general questions as to what your club can/cannot do with your funds

## **AS Director of Budget and Finance:**

- [ASMCFinance@vcccd.edu](mailto:ASMCFinance@vcccd.edu)
- Contact to get into next Programming Committee meeting to receive more funds into your club's trust account

**BEST OF LUCK**



Mikyla Maglente