

# COLLEGE ASSOCIATION GUIDELINES

**Fall 2016 - Spring 2017**

# TABLE OF CONTENTS

Budgeting Procedures.....	3
New and Useful Budget information.....	4
Sample Budget.....	5
Voucher.....	11
Sample Voucher .....	12
Payments.....	13
Tax Exempt Form.....	14
Reimbursement.....	15
Advances.....	17
Sample Travel Advance.....	18
Sample Advance Other Than Travel.....	19
Revenue/Income.....	20
Media Board.....	21
Contracts.....	22
Sample Contract.....	23
Payroll.....	27
Office Hours/Meeting Deadlines.....	28

## **Budgeting Procedures**

Funding shall take place on an annual basis. The USG or GSA offices will notify each club of their allocation. Budget allocation can only be distributed by student governments.

Clubs have to submit a budget to their student governments **through E-mail**. Once the clubs receive the allocation, they have to revise the budget to reflect the new amount and forward the **Allocation E-mail** with the revised budget to the College Association Office.

*N\_hector@hunter.cuny.edu*

**Clubs not submitting a budget will not be able to request funds.**

## **Required Signatures**

All funds for support of student budgets must be based on written documentation.

All requisition for disbursement forms (vouchers) must contain a signature of the president or treasurer.

If, for any reason, a club president or treasurer changes, a new signature profile for that club must be submitted to Student Activities Office to be approved.

Only currently registered students may sign budgets, vouchers or any other forms on behalf of a student organization.

The College Association review the voucher to make certain that the proper documentation is provided and that there are sufficient funds allocated to this particular line item to cover the specific request.

Student activity fee funds are to be used exclusively for the direct benefit of students enrolled at Hunter College. Under no circumstances can student activity fee money or money generated from it or college facilities be used for personal use or gain.

All budgets must be submitted on an annual basis. No budget will be reviewed by the College Association unless submitted to the College Association Office at least ten working days prior to the College Association meeting.

## **Minutes**

Signed meeting minutes must be submitted with any new budget request. *With the exception of the July 2<sup>nd</sup> meeting for which the minutes can be submitted by 10am day of the C.A. meeting.*

**All budget forms are available on the College Association Website – [www.hunter.cuny.edu/college-association](http://www.hunter.cuny.edu/college-association)**

*Please review the College Association website for all College Association related information, including policies, meeting times, minutes, etc.*

## ***NEW AND USEFUL BUDGET INFORMATION***

1. In order to access funds and complete the chartering process, all groups must do the following:

- Submit a budget to the student government or Media Board (publications only).
- The president and treasurer of each student organization must attend a MANDATORY workshop. (The schedule is on pg. 3 of the Student Organization & Media Chartering Handbook.)
- Submit the revised Budget Request Form to the College Association Office (Room TH214) to reflect the amount allocated by the student government or Media Board.
- Funds cannot be accessed until the College Association has officially approved the budget.
- It is the responsibility of each club or organization to check with the College Association Office to find out if your organization's budget was approved.

2. As indicated in #4 on the Budget Request Form, all clubs are required to have at least four (4) activities per year, including at least one (1) per semester related to the club purpose.

3. A maximum of 25% of the total club budget can be spent on all costs associated with social events unrelated to club purpose.

4. Students who spend their own money for a club-related event prior to budget approval will not be reimbursed unless the Request For Reimbursement Form, which can be downloaded from the College Association website (<http://www.hunter.cuny.edu/college-association>), is approved prior to expenditure.

5. Bidding is required for any purchases over \$500. Student organizations must contact the College Association (Room 214TH), who will assist, prior to making such a purchase.

6. Any purchase of property, materials, clothing, etc., remain the property of the student club and may not be retained by any individual.

7. Only organizational dues, and not individual membership dues, can be paid from student activity fees.

If you have any questions about the budget or purchasing process, please view the College Association Office website at <http://www.hunter.cuny.edu/college-association> or contact them at [hcca214@hunter.cuny.edu](mailto:hcca214@hunter.cuny.edu), phone at 212-772-4510 or stop by this office (Room 214TH).

**Note: the College Association will only accept the budget form after the student organization's president and treasurer have attended one of the MANDATORY workshops.**

# BUDGET REQUEST FORM

**ORGANIZATION NAME:**

Budget Period: July 30, 2016-June 30, 2017

1. Officers' Names

_____	_____
Print Name, President	Print Name, Treasurer
_____	_____
Signature, President	Signature, Treasurer
_____	_____
Hunter E-mail Address	Hunter E-mail Address
_____	_____
Address	Address
_____	_____
Telephone #	Telephone #

2. Size of Membership\_\_\_\_\_ Years in Existence\_\_\_\_\_ Frequency of Meetings\_\_\_\_\_
3. Formal Purpose of Organization (Purpose must be listed. "See Constitution" is not acceptable.)
4. **Student Organizations Only:** Indicate what activities will be held related to the organizations purpose (All student organizations are required to have at least four (4) activities per year including one (1) per semester related to the student organization's purpose). *Budgets will not be approved unless these activities are listed. Any requests for exception must be submitted in writing to and approved by the College Association Office and attached to this form. A minimum of 25% of the total budget must be spent on these four (4) student organization events.*

a) Tentative name/type, date of event:\_\_\_\_\_ Total cost of event: \$\_\_\_\_\_

b) Tentative name/type, date of event:\_\_\_\_\_ Total cost of event: \$\_\_\_\_\_

c) Tentative name/type, date of event:\_\_\_\_\_ Total cost of event: \$\_\_\_\_\_

d) Tentative name/type, date of event:\_\_\_\_\_ Total cost of event: \$\_\_\_\_\_

5. Other funding sources: (Include anticipated sources such as fundraisers, etc. and amount anticipated from each.)\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Departmental Connection/Department Advisor\_\_\_\_\_

7. Location of Organization\_\_\_\_\_ Phone # of Organization\_\_\_\_\_

I am familiar with the applicable City University By laws, policies, and regulations, and will be held responsible for all bills submitted for payment. I understand that students are not permitted to order any items or services for personal use of for which their organization has insufficient funds or did not receive prior College Association approval. I further understand that any student or former student who assumes such a financial obligation will be held PERSONALLY RESPONSIBLE for these expenses. I also understand that all bills must be accrued and submitted by June 1, 2017. The College Association reserves the right to reject any budget that is not submitted to them by April 1, 2017.

SIGN:\_\_\_\_\_ DATE:\_\_\_\_\_ TITLE\_\_\_\_\_

**Funds cannot be used until the College Association Board has approved the budget.**

**NAME OF ORGANIZATION**  
**Fall 2016 - Spring 2017**  
**BUDGET PERIOD**

LISTED BELOW, UNDER EACH CATEGORY, AN ITEMIZATION OF EXPENDITURES AS TO EVENT, DATE, CONTRACTOR, ETC. WHEREVER APPLICABLE. All budget modifications and line transfers must be approved by the College Association with two exceptions:

A) A maximum of 25% of total budget can be spent on all costs associated with social events unrelated to club purpose.

B) Clubs are permitted to do a maximum of a 10% change of an original line item. Clubs that request to go over 10%, either at one time or cumulatively during the semester, must receive prior College Association approval.

C) Budget Modifications or Line Transfers up to 25% for programs, activities, purchases or services already approved can be authorized by a three-person College Association subcommittee.

**1. CONTRACTUAL SERVICES \*: (Please note: At the end of some categories is the suggested maximum percentage of the budget that can be expended on that entry. Web design maximum is \$250 per year and web maintenance is \$100 per year. The College Association will not approve any funds for social overnight events or trips, unless funded by the profit from a fundraiser.**

DESCRIPTION	AMOUNT
List combined contractual cost for all events:(indicate type of event and anticipated month of event	
<i>Ex. Open house for new members (Oct 2016)</i> <i>Fashion Show (Feb 2017)</i> <i>Poetry Night (March 2017)</i>	\$2000
Refreshments for Meetings (list number of meetings and refreshment costs for each meeting.)	
<b>(20% of total budget)</b>	
Rental of Water Cooler and Service (itemize rental costs and cost of water)	
<b>(10% of total budget)</b>	
Advertising and Promotion (campus media, outside media, giveaways, etc. Promotional giveaways must indicate number and price per unit.) <b>(15% of total budget) \$50 maximum for gifts and prizes. Verification required for gifts and prizes valued over \$10.</b>	
Bus or Car Rental (list destination, number of students going and indicate how they were selected. Proof of insurance must be provided to the College Association Office before trip. See College Association Office for specific policies regarding bus or car rentals.)	
Membership Fees ( <i>Organization fees only and list the organization(s). Individual membership fees will not be paid from student activity fees, but could be paid by the individual or through a fundraiser.</i> )	

Film/Video Rental (purpose and name of film or topic) <b>Please note:</b> The owners of the distribution rights of a film must give permission for public film screenings, regardless of whether or not admission is charged.	
Printing (indicate number of issues and copies per issue)	
Postage (items, quantity and purpose)	
Repairs and Maintenance (type of repair and model # of item to be repaired)	
Duplicating - purpose	
Telephone (only local service permitted and any exceptions would require appeal to the College Association.)	
Stationery/Letterhead	
Website Design Expenses. (list purpose of website. A disclaimer must indicate that the site is for a student organization, if applicable, and does not represent Hunter College.)	
Other	
<b>TOTAL CONTRACTUAL SERVICES</b>	

2. **EQUIPMENT** \* (Note: Laptops and PDAs cannot be purchased. Indicate location equipment will be stored and the name of the individual responsible for it. **No more than 50% of this entire budget can be spent on equipment.**)

DESCRIPTION	AMOUNT
Computer (name and model number). Standard approved PC model is available. See College Association office for details.	
Other electronic devices ( make and model #)	
Furniture (type)	
Software (quantity and type)	
Other	
<b>TOTAL EQUIPMENT</b>	

3. **PERSONNEL SERVICES** (All groups hiring “employees” must spend at least 75% of their employee payroll, exclusive of stipends, on students. The maximum hourly rate for employees is \$12 and the maximum number of hours per week is 30.)

**Note:**

1. College Association Director and Business Office employees, as well as positions which require certification, licensing, coaching experience or advanced degrees are exempt from the above-mentioned requirements. Other exemptions must be approved by the College Association.
2. All individuals listed in “Personnel Services” must be named and their student/non-student status indicated on this budget form.
3. Undergraduate student “employees” must be registered for and maintain at least six credits (graduate students 3 credits) per semester to remain eligible for the position indicated.
4. Social security numbers must be provided to the Business Office for those listed under “Personnel”. (Do not include social security numbers on this form.)
5. No club or full time faculty member can be paid for a club activity.
6. A detailed job description, rate of pay, number of hours and period of employment must be indicated for each employee and advisor.

DESCRIPTION	AMOUNT
Stipends (list purpose)	
Honoraria (list purpose and /or event)	
Performers, instructors, artists, DJ's etc. for parties & events. (indicate what, where, month of the event and the name and amount for each individual or group.)	
Bands and Performers ( indicate what, where and month of the event)	
Training/Trainers (what, where and when is the event)	
Speakers for events	
Advisors@ <b>(20% of total budget)</b>	
Employees	
FICA 7.65%	
MTA Payroll Tax .34%	
Other	
<b>TOTAL PERSONNEL COSTS</b>	

**4. SUPPLIES \* (Please note: No more than 20% of this entire budget can be spent on supplies.) List Office/Cleaning Supplies or Decorations and indicate total cost.**

<i>Ex: pens, pencils, paper clip, staples, stapler, tape, paper, decorations for end-of-semester party, books</i>	
<b>TOTAL SUPPLIES</b>	

**5. TRAVEL EXPENSE (Please note: At the end of the registration/conference fees category is the *maximum percentage* of the entire budget that can be expended on that entry. To exceed that maximum, an appeal must be made to the College Association Office and attached to this form. The College Association will not approve any funds for social overnight events or trips, unless funded by the profit from a fundraiser.)**

DESCRIPTION	AMOUNT
Registration/Conference Fees (list conferences and indicate where, when, number of students, and how selected) <b>(50% of total budget)</b>	
Transportation Costs (indicate where, month, how many students, and how were they selected).	
Entry Fees/Tickets (for parks, movies, etc.) (where, when, number of students and how were they selected.)	
Meal Allowance for Travel (list purpose of trip, number of students, and how were they selected.) How much per trip?	
Other	
<b>TOTAL TRAVEL EXPENSES:</b>	

**GRAND TOTAL OF ALL LINES \$ \_\_\_\_\_**

\*Bidding is required for any purchases over \$500. Student organizations must contact the College Association Office prior to making such a purchase.



**CONSOLIDATED FUNDS  
FALL AND SPRING**

TO: COLLEGE ASSOCIATION

DATE: \_\_\_\_\_

NAME OF ACCOUNT:

ACCOUNT NUMBER: \_\_\_\_\_

AUTHORIZED SIGNATURES: \_\_\_\_\_

DESCRIPTION	SUMMER Allocation	FALL/SPRING Allocation	PRIOR YEAR SURPLUS	TRANSFER FROM LINE	TRANSFER TO LINE	TRANSFER FROM ACCOUNT	TRANSFER INTO ACCOUNT	OTHER INCOME	TOTAL FUNDS
1. CONTRACTUAL SERVICE Advertising & Promotion, Film Rental, Insurance, Repairs & Maintenance, Rent, Printing, Postage, Stationer, Typesetting, Books, Telephone, Refreshments									
2. EQUIPMENT To qualify as Equipment, item must be at least \$100.00									
3. PERSONAL SERVICES (SALARIES) Honorariums, Performer, Bands, Lectures, Stipends, etc.									
4. SUPPLIES									
5. TRAVEL EXPENSES Trips, Hotels, Local Travel, Auto-Millage, etc.									
6. MISCELLANEOUS This category cannot be used by non-allocation bodies									
GRAND TOTAL									

**NOTE: BIDDING IS REQUIRED FOR ANY PURCHASES OVER \$500.00. STUDENT ORGANIZATIONS MUST CONTACT THE COLLEGE ASSOCIATION OFFICE PRIOR TO MAKING SUCH A PURCHASE.**

**Request for Reimbursement Form\***  
**(Prior to College Association budget approval)**

A. Directions:

1. Fill out this form in its entirety and return to Ms. Nicole Hector-Hutchinson, College Association Office – Room 214TH

**Deadline:** Fall Term – September 30, 2016  
Spring Term – March 2, 2017 (Only clubs newly chartered in the spring are eligible to apply.)

2. Check with Ms. Hector-Hutchinson within three (3) school /business days to verify approval.
3. If approved, attach this form to the final revised budget which must be submitted to the College Association.
4. Once the College Association approves the budget, upon submission of a voucher and documentation, (receipts), you will be reimbursed. No reimbursement will be issued if not accompanied by receipts.

B. Amount requested to be reimbursed: \$\_\_\_\_\_ (Maximum is \$300)\*

C. Purpose of the expenditure (be specific): \_\_\_\_\_  
\_\_\_\_\_

D. Explain why this expenditure cannot wait until the College Association approves the budget: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. I certify that this request is necessary for the operation of this organization and if my club is not chartered, I understand that I will not be reimbursed:

Name of Individual Submitting this Form: \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Title/Position in the Organization: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email address: \_\_\_\_\_

**Note:**

- 1) No student activity fee funds may be spent until they are approved by the College Association or until this "Request for Reimbursement" is approved.
- 2) The "Request for Reimbursement" is only approved once Ms. Nicole Hector-Hutchinson has signed below.

-----Do Not Write Below This Line-----

This "Request for Reimbursement" Has Been Approved:

\_\_\_\_\_  
Ms. Nicole Hector-Hutchinson      Date

\_\_\_\_\_  
Student Services Representative      Date      &      Ms. Tatyana Gleyzer      Date

\_\_\_\_\_  
President, USG      Date      OR      \_\_\_\_\_      Date  
President, GSA

*\*One form per organization*

### **Vouchers**

The College Association will not process any vouchers unless the organization has a signature profile and a budget on file. All club vouchers must be submitted to the College Association office. Vouchers will be accepted in the C.A. office on Tuesdays from 10:00am - 4:00pm, Wednesdays from 10:00am - 4:30pm and Thursdays 10:00am – 4:00pm.

**All purchases must be budgeted and approved by the College Association Board prior to submitting a voucher to the College Association office.**

During the semester, some student organizations change one or more of their officers. If this should occur, the club must file a new Signature Profile/ Club Officers Registration Form with the Student Activities Commissioner.

No student club or organization is permitted to have an outside checking account. All financial transactions must be through the Business Office. Additionally, all student organizations will be expected to pay any legitimate outstanding bills and clear up any advances before new vouchers will be honored.



**PAYMENTS:**

The group requesting payment is responsible for the submission of the accurate name and address of the vendor.

No payment will be processed to the vendor unless the original invoice is attached to the voucher. The invoice must be itemized – in specific details; (Giving: - quantity, description, unit price of goods purchased and total amount charged).

It must be a formal, printed, numbered business invoice. If the invoice is not pre numbered, the name and telephone number of the salesperson completing the invoice must be on the invoice.

It must be indicated on the voucher from what line the payment is to be made. All payments will be mailed to vendor by the Business Office.

*The Fresh Food People*  
WOOLWORTHS

TAX INVOICE-ABN 88 000 014 675  
NORTHBRIDGE PH: 9958-8088  
STORE MANAGER IS: D. BARNES

	\$
* DOUBLE A BEAM	6.30
* DOUBLE A BEAM	6.30
2 SUBTOTAL	12.60
ROUNDING	0.00
TOTAL	\$12.60
CASH	\$20.00
CHANGE	\$7.40
* Taxable Items	
TOTAL includes GST	\$1.12

1199 020 1708 0206 13:12 20/04/08

TRADING HOURS  
MON-SAT 7.30 AM - MIDNIGHT  
SUN 7.30 AM - 10.00 PM  
THANK YOU FOR YOUR CUSTOM

Store Suburb: NORTHBRIDGE  
Itemization: \* DOUBLE A BEAM  
Method of Payment: CASH  
Invoice #: 1199 020 1708  
Date of Purchase: 20/04/08

State of New York - Department of Taxation and Finance - Sales Tax Bureau  
 New York State and local Sales and Use Tax

**EXEMPT ORGANIZATION CERTIFICATION**

VENDOR		EXEMPT ORGANIZATION	
	NAME	<b>Hunter College</b>	
	AND		
	ADDRESS	<b>695 Park Avenue</b>	
		<b>New York, NY 10065</b>	

THIS CERTIFICATION IS ACCEPTABLE IF  
 THE PURCHASER HAS ENTERED ALL IN-  
 FORMATION REQUIRED

CERTIFICATE NUMBER  
**EX - 13-6001027**

THE UNDERSIGNED HEREBY CERTIFIES THAT THE ORGANIZATION NAMED ABOVE HAS RECEIVED AN EXEMPT ORGANIZATION CERTIFICATE AND IS EXEMPT FROM STATE AND LOCAL TAXES ON ALL ITS PURCHASE.

SIGNATURE OF OFFICER	TITLE	DATE

**INSTRUCTIONS FOR USE OF CERTIFICATION**

An Exempt Organization Certification (ST-119.1) must be presented to your vendor at the time the original purchase is made. For subsequent purchases from the same vendor, the exempt organization's name, address and certificate number on the sales slip or billing invoice are sufficient.

Exempt Organization Certifications should be retained by vendors for at least three years after the last date property or services were sold to the organization tax-free. The certification shall be considered part of any order given to the vendor and shall remain in force until revoked.

A supply of ST-119.1 may be obtained at any state District Office or from the main office of the Sales Tax Bureau, State Campus, Albany, New York 12226. Private reproduction of ST-119.1 may be made without prior permission from the Sales Tax Bureau.

### **REIMBURSEMENTS:**

All expenditures are tax exempt. Always use a Hunter College Tax Exempt Form when purchasing items. The Business Office will not reimburse you for money spent on taxes and tips.

When receipts are submitted for reimbursement of expenses or to account for outstanding advances they should be stapled onto a blank 8 ½ by 11 sheet of paper and attached to the voucher. **DO NOT SUBMIT LOOSE RECEIPTS PLACED IN ENVELOPES.**

Only original receipts will be accepted for reimbursement. Receipts must be itemized and a flyer for the event must also be attached. **ALL CLUB FLYERS MUST BE STAMPED BY THE RESPECTIVE STUDENT GOVERNMENT.**

All receipts must have on it the name and address of the store where the purchase was made, the date of the purchase and the method of payment.

### **PAYMENTS BY CREDIT CARD:**

**Reimbursement for payment to credit card** will be made directly to the credit card company. The following must be attached to the voucher: Original receipt or invoice, original credit card statement and a stamped flyer of the event.

Reimbursement for payment to individual requires the following: Original receipt or invoice, and a stamped flyer of the event.

## What I should check before submitting my Check Request

What must I check before submitting my check request?

1. Dated
2. Fill out name and address (TYPED)
3. Remarks and approval part is filled out correctly including line # (ex. Line 1: Refreshments for Open House on 11/1/15)
4. Account name and number
5. Matching documents are attached
6. Signature on vouchers matches the signature on the Signature Profile Form on file at the time Note: (payee can't be the authorized signatory)
7. **Make sure the Items are budgeted (P/S check your budget on C.A. Website)**
8. All non-advance checks will be mailed
9. Order of paperwork: Check Request, Receipts/Invoice/Advance Form/Contract/P.O., Stamped Flyer and Event Form.
10. Please staple each Check Request and attached documents
11. Submit check request to C.A. office along with the submission sheet on the drop off dates and hours.

What must I check before submitting my receipts and Invoices?

### **Receipts**

1. Must be original
2. Name of store and address
3. Method of payment on receipts and date
4. Must be Itemized
5. Taxes and tips are not included (use Tax-Except Form is on C.A. Website)
6. Should be tape top & button onto a blank 8 1/2 by 11 sheet of paper
7. If you paid with credit card & method of payment do not shows up on receipt p/s attach the credit card statement

### **Invoices**

1. Must be original
2. Name of store and address
3. Invoice number and date
4. Itemized
5. Taxes and tips are not included
6. Packing Slip or NTL Receiving Report

What must I check before submitting my flyer?

1. Flyer of event
2. Starting date
3. Time
4. Place of Event
5. Flyer must be stamped by the respective government

**You must have all paper work ready at the front desk in order to avoid line congestion.**



## **Advances**

There will no longer be “hand checks” and therefore, all organizations should plan accordingly. Advances should be submitted two weeks prior to the event.

No advances will be permitted for student organizations unless their budget was approved by the College Association.

**N.B.** A student may request an advance for up to \$500. Please note that travel advances over \$500 require a quote from the vendor. Power of attorney is required if the individual requesting the advance is an employee of Hunter College.

### **There are Two Types of Advances:**

#### 1. Travel Advance

When requesting funds for travel, this form must be submitted with your voucher. The name and social security number of the individual or individuals traveling must be written on the voucher. Documentation to support the request must be attached (e.g. brochure describing the conference and cost; copy of bus, train or plane ticket etc.

This advance must be cleared within 7 working days of your return by submitting original receipts, train ticket stubs or boarding pass to the business office. If the entire advance is not used, the unused portion must be deposited back into the account at the Bursar’s Office using Deposit slip. A copy of the Deposit slip must be taken to the College Association Office (TH 214) and the Business Office (1601 E).

#### 2. Advance of Expenses (Other Than Travel)

Whenever possible an estimated invoice should accompany a request for advance. The individual who is requesting the advance must fill out an advance form and submit a stamped flyer of the event.

This advance funds must be accounted for within (7) working days of the receipt of the check. Be sure to keep all receipts; hand them into the Business Office within seven days. Always retain copies of your receipts for your files.

## What I should check before submitting my Advance

Must be submitted two weeks (14 business day) prior to the event  
Must be able to submit two advances at the time, but must be two different requestors. Power of attorney is required if the individual requesting the advance is an employee of Hunter College.

### **Other than Travel/ up to \$500**

1. Check Request
2. Advance Form
3. Flyer
4. Event Form
5. Copy of requestor's Hunter ID (if is student)

### **Travel Advance /up to \$500 or over**

1. Check Request
2. Travel Advance Form
3. (If over \$500) Quote from Company is required
4. List of Students approved by S.A. (Teneia Wooten)
5. Flyer
6. Event Form
7. Copy of requestor's Hunter ID (if is student)

**Please make sure the Advance Form is signed by the requestor and authorized signatory**

What I should do after the event and spend the money?

1. Be sure to keep all original receipts and deposit back in to your account in Bursar's office any money left.
2. Make copies of receipts and deposit slip and hand them (**originals and copies**) into the Business Office within seven days after the check is pick up.
3. Business office will return the copies initial by them; then you need to submit the copies to C.A. office A.S.A.P.
4. Always retain copies of your receipts and deposit slip for your files.

**TRAVEL ADVANCE REQUEST**

Trini Club  
CLUB OR ORGANIZATION

PURPOSE OF TRAVEL: National Conference

DESTINATION: Lansing, Michigan

TRANSPORTATION TO BE USED: Bus

DEPARTURE DATE: 8/28/15

DATE OF RETURN: 9/05/15

NAME & ADDRESS OF  
TRANSPORTATION CO.

ESTIMATED COST OF TRIP

American Airlines  
\_\_\_\_\_  
\_\_\_\_\_

TRANSPORTATION COSTS \$500  
PER DIEM ALLOWANCE \$50  
MISC. EXPENSES \$100  
TOTAL REQUESTED \$650

I UNDERSTAND AND THAT WITHIM 7 BUSINESS DAYS AFTER THE TRIP I SHALL SUBMIT TO THE BUSINESS OFFICE RECEIPTS COVERING ALL EXPENDITURES PAID FROM THIS ADVANCE AND TO PROMPTLY RETURN FOR DEPOSIT AND UNUSED FUND.

\_\_\_\_\_  
REQUESTED BY (PRINT AND SIGNATURE)

\_\_\_\_\_  
APPROVED BY  
(AUTHORIZED SIGNATORY)

000-00-0000  
REQUESTOR'S SOCIAL SECURITY#

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

I CERTIFY THAT I RECEIVED \$ \_\_\_\_\_ AS A TRAVEL ADVANCE. I ALSO ACKNOWLEDGE THAT A STOP WILL BE PLACE ON MY RECORDS IF RECEIPTS ARE NOT RETURNED WITHIN 7 BUSINESS DAYS.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE



### **Revenues/Income**

Revenues/ Income are subject to the same budget procedures as the student activity fees themselves.

### **Financial Reconciliation**

For income producing events, all student organizations are required to obtain pre-numbered tickets, at least fourteen days in advance. It should be noted that tickets, which may be obtained from the College Association Office, are required for all events held in the Lecture Halls, Lounges and the Cafeteria. All tickets for events held in the Assembly Hall are obtained through Central Reservations (Room 711 West).

If student clubs do not deposit their revenue or give a proper accounting within seven school days of the event, a “**freeze**” will be placed on their account and on the individual student’s record until the aforementioned is submitted. Keep in mind that this is revenue that legally belongs to the student organization sponsoring the event.

Under no circumstances may money be paid to a student or group of students (or to any other person or group) directly from revenues generated by student activities or events funded through the student activity fee. It should be noted that all revenues must be deposited in the sponsoring group’s college account.

### **Purchase/Bidding**

All purchases on behalf of student organizations must comply with New York State regulations. It should be noted that bids are required for all purchases over \$500. All questions regarding compliance with New York State bidding and purchasing regulations should be referred to the Hunter College Association Office. All student organizations are required to meet with Nicole Hector-Hutchinson of the College Association Office before ordering equipment or contracting a printing service, etc.

### **Revenues**

All revenues generated by the student activities funded through student activity fees shall be placed in a college central depository subject to the control of the allocating body. The application of such revenues to the account of the income generating organization shall require the specific authorization of the allocating body.

## **Media Board**

Funding shall take place on an annual basis. The College Association shall notify the Board of monies available from student activity fees for media. This is to be done as soon as the amount is determined.

Each request for funding must indicate the following:

- a. Detailed budget for the year, including **estimated advertising revenue in letter form** or other sources of funds anticipated, and a statement of the extent of anticipated work produced (for instance, number of issues to be print.)
- b. Previous year's approved budget allocation and any emergency funds allocated.
- c. Report of previous year's spending and summary of year's activities, including number of issues published, with a detailed and documented breakdown of all expenditures.

All requests for payment forms (vouchers) must be signed by the Chair of the Media Board. In the absence of the Chair, the vice-chair or the Director of Student Life may sign.

## **Off-Campus Events**

The College has a responsibility to protect the Safety of our students when the student organization or College name and student funds are being used for off-campus events. Therefore, any student organization wishing to hold an off-campus event must provide the Office of Student Services with the following before you enter into any agreement:

- 1) A copy of the facilities Certificate of Occupancy.
- 2) A letter from those in charge of the facility of the NYC Fire Department indicating that the facility is in full compliance with all fire codes.
- 3) If alcoholic beverages are to be served, a copy of the facility's liquor license must be submitted. If the facility does not have a license, a New York State temporary wine and beer permit needs to be obtained and a copy provided.
- 4) A letter from those in charge of the facility, which describes, in detail, the security they will provide for your function.
- 5) A Hunter College Student Event Information Form signed by the respective student government. A draft of a flyer publicizing this event must be attached.
- 6) All contacts, including the names of both parties, must be submitted.
- 7) A draft of a flyer publicizing this event must be attached.
- 8) All contacts, including the names of both parties, must be submitted. The Hunter contract must be used and can be obtained in the College Association Office, Room TH214

Once all the above items are submitted, the Office of Student Activities will provide the student organization president with a financial reconciliation form. It should be noted that all money collected must be deposited in the organization's account and the reconciliation handled in the same way that it is done for all on-campus events.

## **Contracts**

All contracts conform to those regulations as set forth by the College Association pursuant to Section V subdivision J of the Fiscal Handbook. The Hunter College Association has prepared a contract for this purpose, which is available upon request in the College Association Offices.

**All contracts must be signed by the College Association prior to the event (7 days prior for contracts for \$200 and over and 4 days prior for contracts under \$200).**

### **Contracts with Individuals: (Line 3)**

These services cannot be advanced. The voucher must have a College Association Contract complete with the Name, Address, Social Security number and a Xerox copy of the Social Security Card attached. This contract must be signed by the person rendering the service and also by a signatory of that account. A flyer of the event must also be attached.

### **Contracts with Companies or Organization: (Line 1)**

These services cannot be advanced. The voucher must have a College Association Contract complete with the Name, Address, and Tax I.D. number of the company. This contract must be signed by the person rendering the service and also by the signatory of that account. A flyer of the event must also be attached. An Invoice dated on or after the event must be submitted with the Check Request at time of payment.

### **Hunter College Personnel: (Line 3)**

These vouchers must have a Services Rendered form complete with the Name, Address, Social Security number and a Xerox copy of the Social Security Card Attached. This Service rendered form must be signed by the person rendering the service and also by a signatory of that account. A flyer of the event must also be attached.

**NO PERSON PROVIDING SERVICES MAY BE PAID IN CASH:** A check payable to that person must be issued

## What I should check before submitting my Contract

All Contracts must be signed (*Pre-approve*) by the College Association prior to the event (**7days prior** for contracts for **\$200 and over** and **4days prior** for contracts **under \$200**).

### **Contract with Individual: (Line 3)**

1. Contract fill out and sign by the contractor and authorized signatory of the account
2. Xerox copy of SS Card
3. Flyer
4. Event Form

### **Contract with Company/Org.: (Line 1)**

1. Contract fill out and sign by the company manger/representative and authorized signatory of the account.
2. Xerox of Federal Tax ID Certificate or form W9
3. Pro-formal Invoice (must be Itemized)
4. Flyer
5. Event Form

### **Hunter College Personnel: (Line 3)**

1. Contract fill out and sign by the contractor and authorized signatory of the account
2. Xerox copy of SS Card
3. Service Rendered Letter
4. Flyer
5. Event Form

Submit to C.A. office along with submission sheet **7 or 4 days prior** your event. It will takes approximately 3 business days to be pre-approved. Then you need to come back to the office to pick up the contract and resubmitted after the event for final payment.

## **What did I need and should do after pick up contract and event took place?**

### **Contract with Individual/HC Personnel: (Line 3)**

1. Check Request
2. Whole contract package
3. Resubmitted to C.A. along with the submission sheet

### **Contract with Companies: (Line 1)**

1. Check Request
2. Original Invoice with invoice number and date on or after the event
3. Whole contract package
4. Resubmitted to C.A. along with the submission sheet



CUNY By-Laws require that this agreement **must** be used whenever a student organization is contracting for payment of fees to a speaker or performer and other individuals rendering services.

### The College Association of Hunter College Contract

**AGREEMENT** between (Club/Organization's name) \_\_\_\_\_

a student organization chartered by the (Respective Government) and (Contractor) John Doe \_\_\_\_\_ in person, or by a representative who exhibits, in advance, properly set forth written authorization that he/she/it has written authority to enter into this specific agreement for the specific date and time stated below and at the specific terms set forth; and if signed by the agent, he/she/it guarantees performance under those terms and on the date and time set forth below:

1. Date of performance or event: \_08/29/15\_
2. Time-length of performance or of event: 5hrs
3. Place of performance or event: TH105
4. Nature of performance or event (details-how many persons in orchestra or other event): DJ for welcome back party  
\_\_\_\_\_
5. Equipment: (to be supplied by whom) \_\_\_\_\_  
\_\_\_\_\_
6. Security services: (who is to pay for security) \_\_\_\_\_  
\_\_\_\_\_
7. Costs of advertising: (who is to pay) \_\_\_\_\_
8. Costs of travel, hotel, etc.: (who is to pay) \_\_\_\_\_
9. Amount of payment to be made: \* \$500
10. Method of payment **in full**:
  - a. At one time (date) \_\_\_\_\_
  - b. If several payments (dates of each): \_\_\_\_\_
  - c. Time of Final Payment (date): \_\_\_\_\_
11. Neither party hereto shall have the right to cancel, except upon written agreement of the other. \_\_\_\_\_
12. **This agreement shall not be operative until an authorized person from The College Association of Hunter College has signed this agreement at the place indicated prior to the event (see Nicole Hector, Room 214TH)**
13. MISCELLANEOUS TERMS \_\_\_\_\_  
\_\_\_\_\_

**PLEASE NOTE:** HUNTER COLLEGE AND THE COLLEGE ASSOCIATION OF HUNTER COLLEGE, IN NO WAY, ACCEPTS RESPONSIBILITY OF THIS AGREEMENT FOR PERFORMANCE OR PAYMENT OF ANY SUMS DUE. THE PARTIES TO THIS AGREEMENT ARE THE SOLE GUARANTORS OF EITHER PAYMENT OR PERFORMANCE, AND WILL NOT LOOK TO THE COLLEGE ASSOCIATION OF HUNTER COLLEGE, HUNTER COLLEGE OR CITY UNIVERSITY OF NEW YORK FOR ANY PAYMENT.

Amount To Be Paid:     \$500    

Payable To (Please TYPE): Jon Doe

Social Security Number: 000-00-0000

Address: 157 Somewhere Street Nowhere, NY 12345

Phone Number: 555-555-5555

CUNY Employee Status:

I am not an employee of CUNY

I am an employee of CUNY and:

My services were provided during y regular working hours.

My services were provided outside of my regular working hours.

**INSURANCE** - The contractor shall maintain the following insurance and provide proof of such coverage in advance of the performance

**INSURANCE** - The contractor shall maintain the following insurance and provide proof of such coverage in advance of the performance or services: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RIDERS** - The contractor further agrees to be bound by any riders attached to this document as indicated and initialed.

\_\_\_\_\_  
Student Organization Representative / President

\_\_\_\_\_  
Student Organization Representative / Treasurer

\_\_\_\_\_  
Contractor or Authorized Representative / Title

\_\_\_\_\_  
Reviewed by College Association Representative/Title

\*The maximum permissible fee for any performer or speaker shall be determined by the appropriate student government or student organization. Once the fee is authorized, The College Association representative will contact the Business Office to encumber the money expressly for this contractual obligation.

**SECURITY** - Security for an event, if held on college premises, shall be under the control and supervision of the College. There shall be no frisking or searches permitted, except by law enforcement officials. No private security personnel, such as bodyguards or escorts acting in a security capacity, with the exception of security guards contracted for by the College, shall perform any campus security or security related functions. The use of armed private security guards is prohibited. Any person or organization violating such an agreement may be denied future access to any CUNY campus or subject to applicable college sanctions. Law enforcement officers who are charged with the responsibility of providing crowd control or security to various dignitaries are excluded from this policy.

**PAYMENT** - In order for payment to be made there must be proper documentation that the event took place. Such documentation shall include:

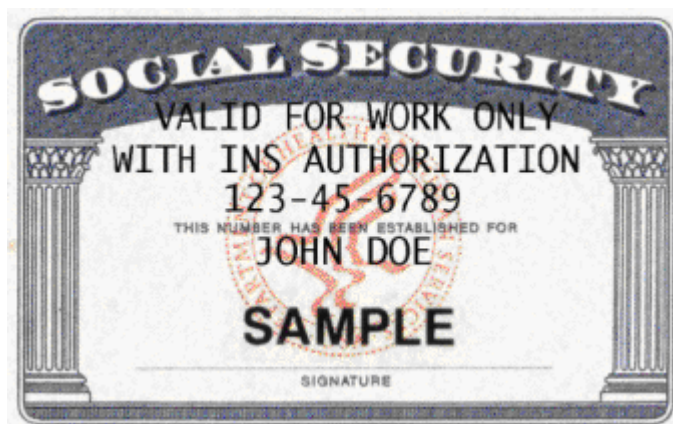
- a. A statement that the event took place, signed by a person authorized by the College Association of Hunter College, who attended the event; or
- b. Other documentation, approved by the College Association of Hunter College that shows that the event took place.

**NON-DISCRIMINATION** - The contractor agrees that in the performance of this agreement, it will not discriminate against any person or group of persons on the basis of age, sex, race, disability, religion, national origin, or sexual orientation, and that it will comply with all applicable laws and regulations of the United States and the State and City of New York with respect to its performance under this agreement.

**CONFLICT OF INTEREST** - The contractor represents that no monetary or other form of remuneration has been given, offered or promised to anyone in order to include the college organization to enter into this agreement, no remuneration shall be given, offered or promised to any agent, servant, employee, officer, director or student of the College, the City University of New York, The College Association of Hunter College, the City and the State of New York.

**INDEMNIFICATION, HOLD HARMLESS** - The contractor agrees to be responsible for any personal injury or property damage which is directly or indirectly attributable to contractor's performance under this agreement, or to the activities of the contractor's agents, servants, employees, volunteers, and subcontractors if any. The contractor agrees to indemnify and hold harmless Hunter College, The College Association of Hunter College, The City University of New York, the State of New York, and their respective directors, officers, agents, servants, employees, members, students, and invitee from any and all responsibility, costs or liability of any nature, kind and description, whatsoever, and from any claims or causes of action for personal injury, (including wrongful death) and property damage, directly or indirectly, arising from the performance of the contractor and its agents, servants, employees, volunteers, and subcontractors if any, under this agreement.

**COMPLIANCE WITH COLLEGE REGULATIONS** - The contractor agrees to comply with all rules and regulations applicable to Hunter College, The College Association of Hunter College, The City University of New York and the State of New York.



If Social Security Card has the words (VALID FOR WORK ONLY WITH INS AUTHORIZATION) then you need to submit back up documentations.  
Ex. Work Authorization permit, USA passport, Resident Card, ect.

## **Payroll**

**All appointment letters must be submitted in the College Association Office within 30 days of employee start date.**

**The maximum hourly rate for employees is \$12 and the maximum number of hours per week is 30**

1. College Association Director and Business Office employees, as well as positions which require certification, licensing, coaching experience or advanced degrees are exempt from the above-mentioned requirements. Other exemptions must be approved by the College Association.
2. All individuals listed in "Personnel Services" must be named and their student/non-student status indicated on this budget form.
3. Undergraduate student "employees" must be registered for and maintain at least six credits (graduate students 3 credits) per semester to remain eligible for the position indicated.
4. Social security numbers must be provided to the Business Office for those listed under "Personnel". (Do not include social security numbers on this form.)
5. No club or full time faculty member can be paid for a club activity.
6. A detailed job description, rate of pay, number of hours and period of employment must be indicated for each employee and advisor.

Regular Session Office Hours

**Monday, 9:30am- 5:30**

**Tuesday, 9:30am- 5pm**

**Wednesday, 9:30am -5:30pm**

**Thursday, 9:30am – 5:00pm**

**Friday, 10am-3pm**

General Policies of the College Association Office

Items left under the door will not be processed.

CA Office – Room 214 Thomas Hunter Hall

Office Contact- phone: 212-772-4510 fax: 212-650-3785.

The following are CA meeting dates for fiscal year 2015-2017 including dates on which materials are due:

**Items for C.A. Meetings.**

Please note that all Budgets; Line Transfer and Budget modifications must be submitted to the CA Office no later than the date indicated. Items submitted after this date will go for the following meeting. **NO EXCEPTIONS WILL BE MADE.**

<u>CA Meeting Dates</u>		<u>Date on which Materials are Due in the CA Office</u>	
July	6	June	28
July	20	July	12
August	3	July	26
August	31	August	23
September	14	September	6
September	28	September	20
October	12	October	4
October	26	October	18
November	9	November	1
November	23	November	15
December	7	December	29
December	21	December	13
January	18	January	10
February	1	January	24
February	15	February	7
March	1	February	21
March	22	March	14
April	5	March	28
April	19	April	11
May	3	April	25
May	17	May	9
May	31	May	23

**Payroll**

All appointment packages must be budgeted and approved, before an employee is able to start working. An employee will only be paid from the date after their appointment is approved.

**Contracts**

Please note that all contracts must be submitted to the College Association Office at least 72 hours prior to your event for approval. This is to ensure that your organization has the funds and the event is budgeted.

**Effective Immediately** all contracts even if they are missing the contractor signature or other documents must be submitted prior to the event.

**Check Requests**

All check request forms must be typed and be fully prepared and receipts taped prior to submission to the C.A. office. (Please make sure that all funds are budgeted for.)

**NO EXCEPTIONS WILL BE MADE TO THESE C.A. POLICIES.**