University of Connecticut
Department of Student Activities

Operating Policies and Procedures for Regional Campuses Trustee Accounts
Effective September 9, 2011

This document supersedes all previous policies, procedures and guidelines.
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University of Connecticut  
Department of Student Activities  
Storrs Connecticut  

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I. Introduction

This document contains policies and procedures designed to ensure that student fee funded organizations (Trustee Accounts) are operated in compliance with Sections 4-52 through 4-57a of the Connecticut General Statutes, the State of Connecticut Comptroller’s Office, Accounting Procedures Manual for Activity and Welfare Funds and relevant state and University policies. This document is further intended to provide guidance and assistance to student officers of Trustee Accounts in fulfilling their responsibility to ensure that student fees are being managed in accordance with relevant policies and procedures and within sound business and financial management principles.

It is the officers' responsibility to familiarize themselves with these policies and procedures and ensure that their organization is in compliance at all times.

⇒ Trustee Accounts are established by the University with approval from the State of Connecticut, and are managed on a daily basis by students with oversight by the University. Organizations may develop specific internal operating policies and procedures to meet their organization’s objectives. Likewise, organizations may establish a 'board of directors' to assist in developing organizational vision, direction and for consideration and approval of organization policies and procedures. Organization policies, procedures and management decisions may not be in conflict with the policies and guidelines of the State of Connecticut or the University of Connecticut. The Storrs Department of Student Activities (SDSA) must review and approve all internal operating policies and procedures of Trustee Accounts prior to implementation by the organization.

⇒ These policies and procedures apply to the Regional Campuses Student Governments, the School of Social Work Student Organization and the Student Bar Association.

⇒ An organization's failure to adhere to State of Connecticut or University policies and procedures may result in the suspension of privileges related to the processing of business transactions and/or referral to disciplinary proceedings through the student judicial system, and/or other measures as appropriate.

Annual Review

The operating policies and procedures for Trustee Accounts are available on the SDSA website at studentactivities.uconn.edu/bo_index.html.

Policies will be reviewed in the fall of each year through a meeting between SDSA staff and an officer from each Trustee Account. SDSA staff, Regional Campus Student Activities Coordinators (RCSAC), and Trustee Account Officers will be given an opportunity to present and discuss proposed new policies and changes to the collective group prior to the end of the fall semester.

Final approval of any new or changed policy shall rest with SDSA. Trustee Account Officers may appeal any SDSA decision to the Vice President for Student Affairs. Dissenting opinions on policies, proposed policies and policy changes will be kept on file by the Director of SDSA.

SDSA may update or modify Trustee Account polices at any time if required by the State of Connecticut or University policy.
II. **Trustee Account Registration Requirements**
   A. **Organization Registration Form** - An up-to-date registration form must be on file with SDSA and RCSAC.
   B. **Constitution and bylaws** - Each year the officers should review and, if necessary, update their constitution and bylaws with advisement from SDSA and the RCSAC in areas such as officer and staff responsibilities, hiring/staffing policies, budgetary/fiscal matters, and officer stipends (if applicable). An up-to-date copy of the constitution and bylaws must be on file with SDSA at all times. **By October 1st** each year, email your updated constitution and bylaws with the minutes of the meeting documenting the review and updates to dsabusinessoffice@uconn.edu.

III. **Bank Account Forms**
   Bank account forms must be updated each year or as needed if organization officers change. The organization must provide a copy to SDSA and retain a copy for the organization’s records. The copy must be kept in a secure location away from the checkbook.

IV. **Trustee Account Web Site Requirements**
   Student Fee-Funded organizations must develop and maintain an organization website. It is the fiduciary responsibility of the officers of the organization to provide information about the group and activities that is easily accessible to the student body.

   A. **Minimum required elements:**
      - Home page – interesting, informative (not too busy!), easy to navigate
      - Purpose / Mission Statement
      - Constitution / Bylaws
      - List of Student Officers, including office hours and contact information
      - List of board and staff members (if applicable) with contact information
      - Meeting dates, times, location, agendas (**must** be updated regularly!)
      - Minutes (updated regularly!)
      - Information on upcoming events (again, **must** be updated regularly!)
      - Information on how to get involved
      - Information on how to start a club
      - Organization registration form
      - Funding policies and procedures
      - Information on how to request funding

   B. **Suggested Enhancements:**
      - Organization history
      - Pictures of organization events / members
      - FAQs (if applicable)
      - Calendar (critical that this be current if included)
      - News and Announcements (also must be current!)

   All content should be reviewed for accuracy, spelling and grammar. The website will be sending a message about the organization to other UConn students; it is important that the message be a positive and current portrayal of the group!

V. **Meetings**
   Meetings should be conducted by Parliamentary Procedure. Parliamentary Procedure is a set of rules for conducting business at meetings and public gatherings. It originated in the early English Parliaments and made its way to America with the first European settlers. In 1876, Henry Robert published a manual on parliamentary procedure, which is commonly known as Robert’s Rules of Order. Officers are encouraged
to become familiar with Roberts Rules of Order. For additional information on Parliamentary Procedures and Robert’s Rules of Order go to the website below:

http://www.studentactivities.uconn.edu/docs/leadership/parliamentary_procedure.pdf

A. Meeting Minutes
Minutes must be kept for all organizational meetings. The meetings should be numbered in sequence and the minutes should indicate the number of the meeting and should run in consecutive order. Minutes must be typed. The minutes must be consistent in organization and thoroughness to allow reader to clearly follow and understand the progress of the meeting and be able to review minutes easily for expenditure documentation. The minutes must include the following:

- Attendance - there should be quorum at all official meetings
- Approval of prior meeting minutes
- Discussions and decisions regarding all funding/financial matters, including but not limited to, revenue, funding allocations, expenditures, appropriations, and transfers
- Signature of Secretary, or person that prepared the minutes and the RCSAC

B. Copies of the minutes of all meetings held must be on file within 48 hours after each meeting. A copy of the minutes from each meeting must be filed in the organization’s records and be made available upon request from SDSA staff, internal auditors and state auditors. Copies of the minutes of all meetings must be submitted electronically to the SDSA within one week after the meeting. Sample minutes and additional resources are available at www.studentactivities.uconn.edu/solid_workshop_materials.html under “Secretary Workshop”.

VI. Financial Records
A. Budgets
1. A budget plan for each fiscal year ending June 30th or each academic semester must be adopted and recorded in the minutes of the meetings of the Trustee Account and submitted to the RCSAC for approval. The organization’s operating policies (i.e., constitution and by-laws) should specify the process for approval of the budget and subsequent changes. A copy of the budget should be filed in the organization’s records. Any adjustments to the budget must be approved and included in the minutes for that meeting. A copy of the adjusted budget should be filed in the organization’s records. Requests for expenditure may not be processed without an approved budget.
2. The approved budget (along with appropriate evidence of approval) must be submitted to SDSA. Any changes to the budget must be submitted to SDSA along with appropriate evidence of approval.
3. Organizations must comply with requests for information pertaining to the budget from the University of Connecticut Student Fee Advisory Committee, SDSA, or Auditors.

B. Recordkeeping
1. All deposits, disbursements and adjustments must be clearly recorded in the checkbook register and financial workbook.
2. The financial workbook must be updated weekly at a minimum.
3. The monthly bank statement must be reconciled upon receipt.
4. Outstanding checks older than 2 months must be investigated.
5. See more detailed instructions in the financial workbook.

C. Reporting Requirements
In general, a monthly trial balance, Excel financial workbook, bank statement and reconciliation along with copies of the checkbook register are required. The trial balance must provide the cash balance, budgeted income and expense amounts. On a monthly basis the Chief Financial Officer (CFO) or other designated staff must send the following financial information to SDSA. On or before the 5th of each month for the prior month fax the trial balance and checkbook register to 860-486-0282 and email the financial workbook to dsabusinessoffice@uconn.edu. On or before the 18th of the month fax the bank statement and reconciliation.
D. **Financial Files Retention** – Fee funded student organizations are required to keep original supporting documentation on file for at least seven (7) years. Records may not be destroyed without written approval from SDSA. Submit Form RC-108, found at [http://www.cslib.org/publicrecords/opraforms.htm](http://www.cslib.org/publicrecords/opraforms.htm) to SDSA one month prior to proposed disposal date.

**VII. Expenditures**

A. General Information

1. **Review of Proposed Expenditures**
   - Organization officers are expected to review all disbursement requests and consider the reasonableness of each request prior to approving. Consideration should be given to cost/benefit, need, benefit to organization and/or student body and other similar considerations.
   - All contracts, purchase orders, and other financial commitments by the Trustee Account must be reviewed and approved by the RCSAC prior to being sent to a vendor.
   - Individuals who commit funds without prior approval by the organization governing body, or organization officers authorized to approve the expenditure, may be held personally responsible for payment of goods or services. The Trustee Account will not pay for such expenses without proper organization approval.
   - Payment in advance for goods and services shall be prohibited.
   - Bills should be paid in a timely manner in order to avoid being assessed late payments or penalties.

2. **Deposit Account Signature Card**
   a. Only properly elected/appointed organization officers and certain University Staff can be the authorized signatories on the organization’s account.
   b. Two signatures are required on all checks. One signature must be the Chief Financial Officer (unless payable to him/her) and the second signature must be an authorized University Staff member.

3. **Vouchers-Check Requests**
   a. Vouchers must include a complete, clear and concise description of the reason for the expense. Expenditures must be supported by adequate documentation and the business purpose must be documented. Original invoice, receipt, contract, bid, quote or similar supporting documentation demonstrating proof of payment and event information such as advertisement, web printout and attendance list must accompany the voucher. Supporting documentation must be itemized. It is the responsibility of the Student Trustee Account to obtain the W-9 Request for Taxpayer Identification Number and Certification form prior to rendering payment.
   b. Vouchers for clubs and organization expenses should be signed by an authorized officer of the organization/club requesting funds, RCSAC, and Trustee Account CFO. The payee cannot be the person signing and or requesting the funds.
   c. Vouchers for Trustee Account expenses, should be signed by an authorized officer requesting the funds, CFO, another registered officer and the RCSAC unless the check will be payable to the CFO then the COO must sign. If check is to be payable to the COO, the CFO must sign. The payee cannot be the person signing and or requesting the funds.
   d. In cases where supporting documentation is not available, a detailed written statement containing pertinent data should be prepared to support the voucher.

4. **Sales Tax** – Trustee Accounts are exempt from sales and use taxes. Organizations should provide the vendor with a properly completed Sales and Use Tax Exempt Certificate for Purchases by Qualifying Governmental Agencies (Cert-134) along with the Sales Tax Authority letter. The letter confirms that activity funds are included in the exemption from sales and use taxes in Conn. Gen. Stat. Number 12-412(1)(A). Cert-134 exempts the Trustee Account from sales and use tax on tangible personal property and services. It can not be used to purchase food, meals, or lodging. Trustee Accounts are not necessarily exempt from collecting sales tax if they engage in the sale or resale of tangible personal property or services. Organizations must contact the SDSA Business Office before any sales are made to determine if sales tax should be charged.
5. **Outstanding Checks** – On a monthly basis, the CFO or RCSAC will review and investigate outstanding checks over 2 months old.

6. **Tips or Gratuity** – Tips or gratuity, an optional payment given in addition to a required payment, usually to express appreciation for excellent service, should be limited to a maximum of 20%.

7. **Telephone Expenses** – Telephones should be used by the Trustee Accounts for official organizational business. Long distance telephone calls should be for business purposes only. Trustee Accounts must review all long distance telephone bills. If personal calls are noted, reimbursement should be requested for personal calls made. Trustee Accounts should develop written policies and procedures for telephone usage.

8. **Gift Cards** – Purchases of gift cards to be used as gifts, prizes, etc. are subject to the following rules:
   - The expenditure must be approved in meeting minutes.
   - The gift card(s) use must be explained in writing.
   - The organization must obtain a signed receipt from the gift card recipient(s).

9. **Unauthorized Expenses**
   Student Trustee Accounts may not be used to reimburse or pay for any expense that is for personal benefit, including but not limited to fines, penalties, or similar charges to individuals.
   In addition, the following expenses are deemed unallowable:
   a. Payments that would benefit state or University of Connecticut employees or otherwise should be the responsibility of the state or University of Connecticut.
   b. Routine expenditures such as equipment, supplies, forms and postage for state use.
   c. Repair or maintenance of state equipment (except certain jointly used equipment).
   d. Professional books, magazines and memberships in professional organizations not related to specific activity/welfare fund functions or for which the greater benefit does not accrue to students.
   e. Salaries for services that are the responsibility of the institution or agency.
   f. Gifts, services, or donations to State employees, private citizens, or organizations (except other entities organized to benefit students -- example: donations from a class restricted account to a student alumni association). Specific fund raising events for charitable organizations are not excluded and must be accounted for in a restricted account. Only the net profits of the proceeds may be donated to the charitable organization. If the fundraiser event does not meet the expenditures for the event, proceeds may not be donated to the charity organization. The fundraiser must cover all expenditures of the event and all funds must be accounted for in a restricted account.
   g. Loans to state employees and persons other than students, or clients of the University.
   h. Expenses associated with University staff traveling with students on a trip paid for by the Trustee Account.
   i. Alcohol may not be purchased as per the University’s Policy on Alcohol and other Drugs (IV.1f. Alcohol Procurement)

B. **Purchasing General Information**

1. Purchases should be made at the best prices obtainable. Before making a purchase, the organization should contact the campus Business Office to obtain information about special rates that may be available on state or University contract. Whenever possible, the organization should shop around for the best possible price. A Letter of Agreement must be used to secure professional or technical services with an individual, partnership, or corporation. These contractors are hired for a fee to provide services that are infrequent and unique, and are usually considered noncompetitive in nature so they do not require a bid process.

2. **Purchases of supplies or equipment over $1,000 and under $10,000** – Copies of three quotes, competitive bids or other supporting documents for purchases over $1000 and under $10,000 demonstrating the search must be submitted to RCSAC when seeking approval for the purchase. It is understood that there may be special circumstances where this is not feasible, i.e. sole source vendor. Please contact the SDSA Business Office for assistance.
3. **Purchases of supplies or equipment $10,000 and over** – All purchases $10,000 and over must be processed through the University Purchasing Department following the prescribed procedure appropriate for the expense. Refer to the Purchasing Department website [www.purchasing.uconn.edu](http://www.purchasing.uconn.edu) for up to date information.

4. **Letter of Agreement for Personal Services** – In most cases, the organization is required to use the standard agreement provided by the SDSA Business Office. If a contractor requires the organization to use a different agreement then the organization must submit the (unsigned) proposed agreement to the RCSAC at least one month prior to the date services are to be rendered.

5. **Letter of Agreement for Personal Services under $3,000** - The organization is required to use the standard agreement provided by SDSA (see 4 above for policy on non-standard agreements). The agreement must be signed by the contractor prior to being signed by the COO or CFO of the organization and before services are rendered. The RCSAC must review the agreement before services are rendered.

6. **Letter of Agreement for Personal Services $3,000 and over** – The organization is required to use the standard agreement provided by SDSA (see 4 above for policy on non-standard agreements). The agreement must be submitted to the RCSAC 3 weeks prior to the date services are to be rendered. Upon approval from the RCSAC, the organization can send the agreement to the contractor for signature. After receipt of the signed agreement from the contractor, the organization must resubmit the agreement to the RCSAC no less than 1 week prior to the date services are required. The agreement must be approved and signed by a University Representative. The RCSAC will return the completed signed agreement to the organization.

7. **Travel/Mileage Payments and Reimbursements**
   General: Trustee Accounts may sponsor travel programs that have a clear educational and developmental purpose; that are consistent with the mission of the organization; and have support from the RCSAC. Student travel programs that are primarily social, and tend to involve alcoholic related activities, i.e. spring break trips, senior celebrations, or overnight and weekend long trips must not be supported by Trustee Account Funds. Trustee Accounts must not subsidize any trip that is deemed, or perceived to be, primary of a social or an alcoholic related travel program. RCSACs should use professional discretion in approving all travel programs.
   a. All travel must be approved by the organization, or officer with approval authority, prior to any travel by any individual. Trustee Accounts shall not pay for or reimburse travel without written notification of this approval.
   b. A copy of the travel itinerary/conference information that provides the travel information must be submitted with the voucher when seeking payments or reimbursements for travel related expenses.
   c. A list of the students traveling must be submitted when seeking payments or reimbursements for travel related expenses.
   d. Use of a personal vehicle in the performance of official organization business shall be approved only if the driver/owner of the vehicle carries insurance for minimum liability coverage of $50,000/100,000 and $5,000 in property damage, or, in lieu thereof, a minimum of $100,000 liability coverage for bodily injury and property damage. A copy of the valid insurance policy or rider showing coverage and expiration date must be on file with the organization prior to travel authorization and copy must be attached to the travel reimbursement voucher.
   e. The mileage rate shall be consistent with the current rate for University travel. Please consult with SDSA for the current rate. Use [www.mapquest.com](http://www.mapquest.com) (or equivalent) to calculate mileage for the proposed travel. A copy of the print out showing mileage must be attached to the voucher as documentation.

8. **Cash Advances** – If funds are needed to cover a purchase associated with a specific project or activity, a voucher must be prepared and a check issued to the person responsible for the purchase. The voucher and financial records must state “Advance”. The check should be issued no earlier than **5 days prior** to the project or activity. A detailed itemized receipt for the purchase and any unspent funds must be submitted to the CFO or RCSAC within **5 days after** the event to show that
the advance has been accounted for. The financial records must state “Change Returned from Check No. xxxx.

9. Cash for Change Purposes
If funds are needed for making change, a voucher-check request must be prepared and check issued to the person responsible for the safeguarding of the funds. The check should be issued no earlier than 1 business day before the event. The change fund and monies collected at the event must be submitted to the CFO or RCSAC on the first business day following the event or program. The voucher and financial records must include the purpose of the change fund, the date the funds are to be used, and the date the funds will be returned to the account.

10. Reimbursements to Individuals – Every effort should be made to pay a vendor directly for supplies or services. Reimbursements to individuals should be kept to a minimum. Properly completed voucher-check request and supporting documentation (see VII, 3 Voucher-Check Request) demonstrating proof of payment for out of pocket expenses by representatives of the organization must be submitted to the CFO or RCSAC within 30 days of the date of the expense.

C. Funding Board Policies and Procedures
Student Governments that fund and/or pay for expenses for student organizations events/programs or activities must establish a funding board and funding policies and procedures. The funding board responsibilities must be included in the constitution. The funding board must consist of students. The policies and procedures should provide direction to student organizations; how to request funding, timeframe for funding requests, items that can and cannot be funded, list of the type of documentation required for requests, admission charge/revenue process, appeal process (if any).

VIII. Revenue
A. General Guidelines
1. All cash belonging to the Trustee Account must be deposited in the bank within 24 hours or next business day after receipt except if the total amount is less than $500. Total daily receipts of less than $500 may be held until the total receipts to date amount to $500, but not for a period of more than 7 calendar days.
2. All cash receipts in the form of currency, coin, checks or money orders will be deposited intact. Funds are not to be used as petty cash or used directly for payment of any obligation.
3. All revenue must have supporting documentation, i.e. University Official Receipt (a 3 part pre-numbered receipt), contact Sylvie.Godbout@uconn.edu to obtain receipt books, Event/Program Ticket sales and Cash Reconciliation Form available online, Sales Book Receipt (a 2 part pre-numbered receipt available in stationary section of most stores).
4. An inventory of pre-numbered receipt books, rolls of tickets etc. must be kept upon acquiring them listing the numbers. The RCSAC is responsible for assigning and tracking the use of these books, tickets etc.
5. Recommended Supporting Document Usage:
   a) University Official Receipt Books: Use only in the office when accepting money for trips, passes, receiving funds from a sub-organization, vendor table fees, registrations, returned change, etc.
      1. Completing the Receipt:
         Rec’d From: Person or entity receiving funds from
         Address: or Net ID if student
         Phone No.:
         Amount: 
         Total: 
         For: Purpose the funds were collected
         Received By: Signature of person accepting the funds
         Date: Date Received
      2. Receipt Distribution:
         White/original: To person or entity that paid
Yellow: Keep with funds until deposit ticket is written, then attach to deposit ticket as supporting documentation

Pink: Do not remove from book

3. **Voiding a Receipt**: All 3 copies must be marked Void, stapled together and remain in the book.

b) **Event/Program Ticket Sales and Cash Reconciliation Form**:

1. **Completing the Form** for tickets sold at the door on the day of the event:
   a) **Event Information**:
      Date: Date of event
      Place: Location of event
      Time: Time event starts
      Type: Halloween Party. Speaker
      
      Skip Cash Reconciliation section until after the event is over.

   b) **Door Ticket Sales at the Event**:
      **Before event starts**:
      Record the ticket information: type of ticket (student, non-student) price for each type of ticket and starting number.
      Immediately after the event, 2 people count the money separately to verify an accurate count. Complete Cash Reconciliation section. The amount in the Total Coin, Currency and Checks is the amount of the deposit for the door sales. Both people must sign on the Organization Signature line at the bottom of the form.

   **After the event**:
   Finish the Door Ticket Sales Section:
   Record the ending number on the roll of tickets. Subtract the ending number from the beginning number to get the Net Tickets Sold. Multiply by the price to record the Ticket Sales Amount.

   **Complimentary Tickets**: If complimentary tickets are allowed, the organization must keep track of who was given tickets and how many. This list must be attached to the Event/Program Ticket Sales and Cash Reconciliation Form. The list provides justification for any variance between the amount deposited and ticket sales amount.

   Use the Notes section to convey additional information.

   c) **Sales Books (2 part pre-numbered forms)**. Use to record items for sale at a nominal amount such as bake sales where an individual receipt or ticket is not feasible.

   **How to complete the Sales Book Receipt for low priced items**:
   1. Record the type of event/sale in the name section and date.
   2. As sales are made, list the quantity, description, price and amount on the same line.
   3. Keep listing each sale until the receipt is full.
   4. Add all the amounts and record a sub-total on each page/receipt.
   5. Total all pages and record that total on the last page.
   6. Both copies of each receipt are to be attached to the Official University Receipt for the deposit.

   Sales Book Receipts can be used as individual receipts for items sold at higher prices such as $5.00 where giving the purchaser a copy is good business such as sale of T-shirts as well as for other types of merchandise for sale. Depending on the item sold, you may opt to give the original receipt to the customer.

   **How to complete the Sales Book Receipt as a customer receipt**:
   1. List the quantity, description, and amount for each item (one line per item).
   2. Total all amounts on the receipt and write it at the bottom.
3. Write how paid; cash or check and the check number if applicable.
4. Give original to customer.

B. Revenue Producing Events or Activities – Income derived from and expenses incurred for social activities and/or similar events should be accounted for as follows:
   1. Pre-numbered tickets for all revenue producing events must be approved by the RCSAC. Ticket inventory records will be set up and maintained to account for tickets purchased, sold, and returned, and must be controlled by serial numbers.
   2. When tickets are issued to the person in charge of the social event (Ticket Chairperson), a signed statement must be obtained indicating the number of tickets issued. The Ticket Chairperson must control the ticket sales by maintaining a list of tickets assigned to individuals for sale. Each person selling tickets will be responsible for the price of the tickets assigned to him/her. A list of names of persons receiving complimentary tickets must be maintained by the Ticket Chairperson. All unsold tickets must be returned promptly to the RCSAC.
   3. Expenses incurred in connection with events must not be paid directly out of cash receipts. All proceeds received from the sale of tickets and other items must be deposited to the Trustee Account’s account before any payments are made. All expenses must be paid by check through the Trustee Account’s bank account.
   4. Within ten business days after each income producing event or activity sponsored by the Trustee Account, a ticket sales and cash reconciliation form itemizing the tickets sold and funds deposited to the account must be completed.

C. Contributions, Gifts, Trusts and Bequests
   1. Contributions to a Trustee Account with a value under $25 may be accepted with the approval of SDSA. These refer to small monetary donations and minor items of commodities or equipment donated to the Trustee Account. The funds must be deposited to the Trustee Account’s bank account.
   2. Contributions of $25 or more are to be considered gifts. All gifts, trusts and/or bequests of cash, property or equipment in the amount of $25 or more, donated to the Trustee Account may be accepted with the approval of SDSA. The request must be submitted in writing to include the purpose and any conditions under which the gift or bequest is made and proposing the purpose for which the gift is to be expended or used. Upon approval, the following procedure shall be used to process the gift.
      a. The funds must be deposited to the Trustee Account’s bank account. SDSA will provide guidance on how to record the gift on the books.
      b. Personal Property or Equipment – If property is converted into cash, the property should be disposed of in accordance with good business practices (i.e., competitive bid, advertising, etc.) in order to obtain the best possible price. Funds derived from the sale of the property must be deposited to the Trustee Account’s bank account. If the property is retained, the donated property should be included on the Trustee Account’s inventory at its market value.

IX. Events
For all events or programs that will generate revenue and/or have expenses, event registration and assessment must be completed.

A. Event Registration
   An Event Registration and Projected Budget form must be completed and submitted to the RCSAC and SDSA Business Office by email to Sylvie.Godbout@uconn.edu or fax to 860-486-0282 at least two weeks prior to the planned event.

B. Event Assessment
   An Event Assessment Form must be submitted to the RCSAC and SDSA Business Office by email to Sylvie.Godbout@uconn.edu or fax to 860-486-0282 no later than one week following the event.

X. Audits
Student Fee funded organizations must comply with requests from the SDSA, Office of Audit, Compliance and Ethics and the Office of State Auditors in a timely manner.
XI. **Compensating For Services Rendered By Non-Corporated Entities:**

The Trustee Account is required to obtain a W-9 Request for Taxpayer Identification and Confirmation Form for each vendor that is engaged for services. A 1099 form will be issued at the end of the calendar year to each non-corporated entity that was paid $600 or more during the calendar year. SDSA will coordinate with the University Accounts Payable Department to issue 1099s as identified by SDSA and the Trustee Account. SDSA will contact The Trustee Account officers or RCSAC throughout the year to assist in providing required information to Accounts Payable.

Completed W-9 forms may be submitted at any time but must be on file with the SDSA before a check is processed. The Trustee Account should retain a copy of the W-9 for their records.

XII. **Inventory**

A. The Chief Organization Officer and Chief Financial Officer of each Trustee Account shall be responsible for inventory control. Changes to inventory each year are effected by new purchases, approved Requests to Dispose of Equipment, and items listed on a Property Loss or Missing Equipment form. All equipment valued at $1,000 or more, acquired by the organization (including donations), shall be tagged and recorded on an official Inventory Control Form provided by the SDSA.

B. Organizations must maintain adequate records for all controllable property regardless of value (i.e. printers, cameras, cell phones, etc.).

C. The organization Chief Organization Officer or Chief Financial Officer shall be responsible for conducting a physical inventory (actually seeing and recording the inventory item to attest to its existence) at least annually to verify accuracy of inventory records. It is strongly recommended that a physical inventory be conducted twice per year (at the start of the fall semester and the end of spring semester).

D. Equipment must be used for its intended purpose by the organization only and for the benefit of students at the University of Connecticut. Equipment should not be used for the personal benefit of any individual(s) nor should equipment be used for any purpose that is illegal or in violation of any state or University policy.

E. Missing equipment must be reported to the RCSAC, SDSA and the University of Connecticut Police Department immediately upon detection. The organization will need to request a copy of the police report to keep on file. All possible steps should be taken to determine the disposition of the missing equipment. A “Property Loss or Damage to Equipment form” provided by SDSA must be filled out immediately by the Chief Organization Officer or Chief Financial Officer of the organization and filed with SDSA and the RCSAC along with a copy of the police report.

F. An up-to-date inventory report must be submitted to the RCSAC and SDSA annually by each Trustee Account. The Chief Financial Officer or Chief Organization Officer should submit this report no later than **April 1st** of each year to SDSA with an updated report by **July 15th** or confirmation that no changes were made since the April <ddyyyy>. A copy must be on file in the organization’s records.