

Money Management

ASUOP BUSINESS OFFICE
CLUB BUDGETING/FUNDING
OFF & ON CAMPUS ACCOUNTS

BUSINESS OFFICE

ASUOP Business Office

The Associated Students Business Office provides a broad range of accounting, financial, payroll and personnel-related services for various organizations on campus. Specifically, the ASUOP Business Office maintains an accounting system for ASUOP, the McCaffrey Center, and Agency accounts for student clubs and organizations. The ASUOP Business Office is responsible for the handling and banking of cash receipts for these accounts, as well as the processing of purchase orders and checks against these accounts. These transactions are summarized in the monthly financial reports which the ASUOP Business Office generates for all account holders.

The ASUOP Business Office is located in the McCaffrey Center on the second level directly across from the Summit Cafe. If your account is held on campus, this is the office which services your accounting/financial needs as well as provides information on the status of your organization's finances and budget, if applicable.

The ASUOP Business Office ensures that business is conducted in compliance with University regulations and audit requirements. **The policies and procedures implemented by the Office are included in the ASUOP Money Management Handbook, which is updated yearly. This Handbook is intended to serve as an explanation of major financial and budgeting policies for all ASUOP budgeted groups. It is essential that you receive and read a copy of the Money Management Handbook. If you have not already received your copy of the Handbook, contact the ASUOP Treasurer for a copy (209) 946-2233.**

Some services provided by the ASUOP Business Office:

- Handle receipt of account deposits and issuance of receipts for these deposits.
- Process Authorization for Payments (APs) and prepare checks for ASUOP, Agency (club) and McCaffrey Center accounts ***within four to five days***.
- Process purchase order (P.O.) requests and issue official P.O. within 24 working hours.
- Prepare monthly financial statements for all accounts
- Provide accounting and fiscal control measures for all ASUOP and registered student organization expenditures.
- Provide accounting and fiscal advisement to student clubs and organizations.
- Handle payroll and related services for ASUOP budgeted groups and the McCaffrey Center.
- Provide financial support services to the operating areas in the McCaffrey Center, e.g., Information Desk, Tiger's Grocery, Etc Gift Store, and McCaffrey Lounge.
- Handle investments and fund transfers for ASUOP and Agency Funds.
- Assist in budget preparation and financial management for ASUOP, McCaffrey Center, and Agency accounts.
- Ensure that business is conducted in compliance with Pacific regulations as well as audit requirements.
- Performing year-end closing of accounting books and meeting year-end audit requirements.



CLUB BUDGETING/FUNDING

ASUOP Club Budgeting Process

Each year, in March and November, clubs will be requested to submit to ASUOP, a budget for the following academic semester. It is essential that your club provide this information to ASUOP, in order to ensure that ASUOP can incorporate your organization's needs in its annual budget request.

The ASUOP Budget Request

Forms may be picked up at the ASUOP Office, located on the second level of the McCaffrey Center, directly across from the Summit Cafe.

Following the submission of the upcoming budget, the ASUOP Club Funding Board will allocate funds to clubs, after considering all requests from the various clubs. The entire process is completed in approximately two weeks.

ASUOP Annual Funding

ASUOP has provided annual funding for larger more substantial yearly operations. This is done annually in the Spring and the packets go out in late January. Groups that are identified as such for annual funding are expected to complete and submit their request according to the packet standards by the end of February. (See specific memo from ASUOP for a specific date. This packet has all forms, instructions, procedures and timeline included.



ACCOUNTS

Off-Campus Accounts

Off-Campus accounts are prohibited and are not recognized by the University.

On-Campus Accounts

All on-campus accounts are held with the ASUOP Business Office. All ASUOP budgeted groups are required to maintain their accounts with the ASUOP Business Office.

“October. This is one of the particularly dangerous months to speculate in stocks. The others are July, January, September, April, November, May, March, June, December, August and February.”

—Mark Twain