SSE Capital Group Financial Officer Manual 2019 - 2020

Introduction

This manual is a guide for financial officers serving for voluntary student organizations (VSOs) as member bodies of the Associated Students of Stanford University (ASSU). It covers both funding and banking within the Stanford Student Enterprises system, including applying for funding and using banking services. Any contact information or person listed is only applicable for the 2019 to 2020 academic year and is subject to change. All images shown have alt-text available.

If you come across any inaccuracies or have any accessibility concerns, please contact Kaila Kim at kmk1004@sse.stanford.edu. Your help in improving this guide for everyone is greatly appreciated!
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Contact Information

ASSU Senate

**Members of Senate**: Munira Alimire (chair), Martin Altenburg, Veronica Ayala, Miá Theresa Bahr, Micheal Brown, Tim Vrakas, Eva Davis, Anthony Duarte, Kobe Hopkins, Mustafa Khan, Jonathan Lipman, Jennalei Louie, Sarah Saboorian, and Sam Schimmel.

**Members of the Appropriations Committee**: Veronica Ayala, Micheal Brown, Eva Davis, Kobe Hopkins, and Tim Vrakas (chair).

**Meeting times**: The senate meets on Tuesdays 7 PM in the Nitery, Room 209. The Appropriations Committee meets on Sundays at 7 PM in Old Union 103. Meetings may be subject to change.

**Office hours**: The calendar of office hours is at the bottom of this page: [https://assu.stanford.edu/finances/student-org-grants/undergraduate-vso-grants](https://assu.stanford.edu/finances/student-org-grants/undergraduate-vso-grants). Please note that times may be subject to change. During times of greater load, please note that senators will not stay past their scheduled hours due to other obligations.

**Contact information**: If you have general inquiries, please submit a ticket using Service Now (SUNet login required). If you wish to contact the Appropriations Committee, please use ugs-funding@assu.stanford.edu. You should not contact senators through their personal Stanford emails.

**Capital Group**

**Student Managerial Staff**: 

- Will Paisley, Capital Group Director
  
  wpaisley@sse.stanford.edu

- Kaila Kim, Capital Group Manager - External
  
  kmk1004@sse.stanford.edu

- Christine Cheng, Capital Group Manager - Funding
  
  cchengi8@sse.stanford.edu

- Casey Butcher, Capital Group Manager - Internal
  
  cbu42@sse.stanford.edu

Please do not contact the managers through their personal Stanford emails. If you are not certain who to address, please contact us through banking@sse.stanford.edu, which all managers check regularly.
Coffee Hours: The calendar of coffee hours is located at this page: https://assu.stanford.edu/finances/granted/capgroupoh. Please note that Capital Group-run coffee hours are not the same as ASSU senator office hours. We cannot answer questions regarding funding or approve funding applications.

**Full-time Staff:**

- Susan Benton, Accountant
  sbenton@sse.stanford.edu
- Brian Joe, Accountant
  bjo@sse.stanford.edu
- Heather Kirton, Accountant
  hkirton@sse.stanford.edu
- O'Neal Patrick, Accountant
  opatrick@sse.stanford.edu
- LoMo Phillips, Chief Executive Officer
  motown95@sse.stanford.edu
- Kevin Martinez, Business and Operations Manager
  kevinm95@sse.stanford.edu

Each member of the full-time staff handles specific issues. If you are not certain who it is you should contact, please contact the student managerial staff first to determine who you need. We ask that you do not contact full-time staff for minor issues that can be handled by student management.
Why Student Groups Bank with SSE Capital Group

All student organizations that are registered with the Office of Student Engagement (formerly Student Activities and Leadership) are required to conduct their financial activities with SSE Capital Group.

Why should my student organization register with the Office of Student Engagement?

Registered student organizations receive the following privileges:

- Use of the Stanford name and logo
- Use of University facilities
- Audiovisual and technical services
- A listing in the Stanford Directory
- University web space
- University insurance
- Access to University and ASSU funding
- Ability to hold benefit fundraisers (limited to one per year)
- Advice and consultation from OSE, the ASSU and many other University departments and programs
- The ability to publicize events at Stanford
- Complimentary financial services provided by SSE Capital Group

Why are registered student organizations required to conduct their financial activities with SSE Capital Group?

ASSU/SSE is a 501(c)(3), charitable organization.

- With 501(c)(3) status, ASSU/SSE is tax-exempt and eligible to receive tax-deductible contributions.
- In the case of an IRS audit, ASSU/SSE must be able to prove that none of its earnings go to private shareholders or individuals, or else it risks losing its 501(c)(3) status.
- SSE Capital Group ensures that ASS/SSE maintains its 501(c)(3) status by keeping detailed accounting records for ASSU/SSE and its member organizations—hence the requirement that registered student organizations conduct their financial activities with SSE Capital Group.
- ASSU/SSE must also properly account for student fee money in order to follow federal law regarding the acceptable use of fee money.

What if I don’t register my student organization with the Office of Student Engagement?

Your student organization will not be eligible for the privileges listed above.
In addition, in order to be tax-exempt and eligible to receive tax-deductible contributions, your organization will need to register as an independent 501(c)(3), conduct its own audit protection activities, and file its own taxes each year.
General Overview

As Financial Officer (FO), you are responsible for the financial well-being of your student group (VSO). As the FO, you are compelled to fulfill the transactions necessary for your group and to reimburse your group members in a responsible and reasonably quick fashion.

Funding

Groups established at Stanford are not automatically given funds. They must be acquired, which can be done any number of ways. The two most common are to raise money through the group and to apply for funding.

When a group raises money (collecting dues from members, selling tickets/merchandise, gathering donations), that money is “non-funded” and can be used for any group expense with certain limitations for controlled items. The most common non-funded account used to hold this money is known as the Unrestricted, General, or 2800 account.

On the other hand, funding granted by a funding source, such as the Undergraduate Senate or Graduate Student Council, is obtained via application. Your VSO must justify the reason for the funding and adhere strictly to what the funding was approved for. Purchases that are not covered by the funding application cannot be reimbursed or paid for with that money. This money is known as funded money and is placed into different accounts (such as event food, honorarium, office supplies) as according to how the application was organized. The application process for the Undergraduate Senate and Graduate Student Council will be covered later in this manual.

A few funding bodies operate differently. The Stanford Fund also uses an application system for funds and operates at set times throughout the year with its own requirements. For more information, please contact Ankita Rakhe at arakhe@stanford.edu. In addition, University offices or academic departments may provide their own funding or support for student groups. Please contact the departments and offices directly for more information.

Once your group has funding, you may now proceed to banking.

Banking

This manual will cover each of the different types of transactions and their requirements later in more detail, so this will be a broader overview. Please jump to the “Requests” section on page 13 for more specific information.

Through GrantEd, the online banking system for VSOs, your organization can reimburse students and non-students for purchases made for the group, mail out payments for company invoices, transfer co-sponsorships to other groups, and more. All of these are referred to as “requests.” For example, you might submit receipts for a student to be reimbursed. That would be called a “reimbursement request.”
The basic flow is as follows:

- The Financial Officer submits a request to the Capital Group associate queue.
- Our associates will examine the accompanying documentation, make sure that the funding amounts and sources are correct, and either approve or review the request.
  - If the request is reviewed, it moves to the Capital Group manager queue. The managers will look at the request and determine whether or not the request can move forward or needs to be returned to the FO.
- If approved, the request moves to the accountant queue, and our accountants will examine the request one last time before either approving the request or returning it to the FO.

If the request is returned to the FO, a note will be attached to the request, viewable in GrantEd, informing the FO what exactly must be clarified or changed. Those changes must be made for the request to complete the process. If at any point in this process, the FO would like to know the status of the request, they can view the request in GrantEd.
GrantEd Overview

GrantEd is the financial system through which all payments and financial matters of VSOs should be carried out. It can be accessed from granted.stanford.edu.

Access to GrantEd

There are three roles that can interact with GrantEd on the VSO side.

**Stanford Affiliate**: This role is automatically given to any student with an active SUNet ID. People with this role can create a reimbursement request for themselves and upload documentation but cannot see financial or account information. Once they have created it, they may assign it to a financial group, where the FO will assign the distribution of funds.

**President/Vice President**: This role is given by CardinalSync to whomever is listed as the President or Vice President. This role can view requests currently in the organization and approve any requests needing secondary authorization. This role cannot submit payment or funding requests but can see financial account information.

**Financial Officer**: This role is given by Cardinal Sync to whomever is listed as the Financial Officer. This role can create and view requests for the organization but cannot grant secondary authorization to requests requiring it. This role can also see the financial account information of the group.

As mentioned, the Stanford Affiliate role is granted automatically to any student with an active SUNet ID. To gain access as a president, vice president, or financial officer, you will need to have the role assigned to you on CardinalSync for your organization. Please view the Office of Student Engagement’s page on this subject for instructions.

In addition, presidents, vice presidents, and financial officers will need complete certain trainings available through Axess to ensure that all officers are aware of key information. Please view this ASSU page for more information on what trainings are required and the links to each training. If you run into technical issues, please contact Will Paisley at wpaisley@sse.stanford.edu.

The permissions granted by the trainings are not granted automatically. Once they have been completed, please email banking@sse.stanford.edu with the certificates of completion for the trainings that apply to you. We will then add your access and confirm to you that you have been granted access. Please keep in mind that you will likely need to close all open browser windows before launching the site in order to make sure that your connection has refreshed.
Using GrantEd

As mentioned previously, the website is located at granted.stanford.edu. If you have not accessed the site before, you will need to log in with your SUNet ID. Once you have logged in, you will be redirected to a page that will look like this:

This is the role-selection page. You may select your role by clicking the appropriate tile, and the page will refresh. If you select the financial officer role, the next screen should look like this:

This page is the dashboard tab. If you scroll down, you will be greeted with a list of all financial accounts that apply to your organization’s account. Clicking on the account name will show you two things: a summary of funding and a summary of all transactions that have been finalized using funds from this account. Please note that the funding summary will only display the
funding information from the Undergraduate Senate, the Graduate Student Council, or the Stanford Fund.

The “Payments”, “Funding”, “Transfers”, “Purchase Order”, and “Deposits” tab operate similarly to each other. By clicking on any of those tabs, a spreadsheet layout will load. This guide uses the “payments” tab for simplicity.

![Spreadsheet layout](image)

By default, the page loads any in-progress payment requests associated with your organization. You can switch between seeing requests that are assigned to you and all requests using the tabs at the top of the page.

![Spreadsheet layout](image)

To create a new payment request, select the “+ New Payment Request” button on the right side of the screen. For other categories, it will be labeled “New Funding Request”, “New Transfer Request”, etc.
To assign a request to yourself for editing, please select the person button on the same row as the request. It is located on the left side of the screen. Once you have done so, please press the pencil button to view/edit the request. If the request is already assigned to yourself or is being processed by CapGroup, you may still view the request.

If, at any point, you would like to switch roles, please select the button at the top of the screen that is labeled with the role you are currently in for your student group.

Doing so will allow you to return to the role selection page and switch to other roles. If you select your SUNet ID, a drop-down menu will instead allow you to select between “My Profile” and “Opt-In for Reimbursement.”

In your profile box, you will see your SUNet ID, the email associated with it, and some settings regarding email notifications, comments per page, and references per comment. By default, you are set to receive email notifications, see three comments per page, and three references per comment. We recommend leaving the settings on default, but you are free to change them however you need. Do note that the email notification opt-out does not absolve you of your duty to resolve issues in a timely manner.

Making a GrantEd Request

Firstly, navigate to the tab of the type of request you would like to create. In the payments tab, you can create a student reimbursement, a non-student reimbursement, an advance payment, an invoice payment, or a service payment. In the transfers tab, you can create an account transfer, a funding modification, a group transfer, a purchase order, or a university transfer. In the deposits tab, you can create a deposit.
Once you have selected the request type, you will need to fill some information out. In the case of payment requests, you will need information about the payee, the payment method/delivery, and a brief summary of the request. Please note that the payee’s identity and the payment method may not be changed later, so double-check that it is correct. For transfer requests, you will need information about the target account/entity that is receiving the money. For deposits, you do not need any additional information.

Select “Next”, and the request will be created and saved. Note that leaving the page before this will erase all information in the fields.

The next section depends on the type of request.
Requests

The process for submitting requests differs somewhat by each type of request. Each type will be covered in the section below with an explanation of purpose, examples, required documentation, and notes on common issues or concerns.

Payment Requests

Now, you will need to fill out the Payment and Distribution sections.

The Payment Lines section is where you will add in any documentation required by the request.

You can fill in the document date through the drop-down calendar, while the document type should be one of the types shown in the drop-down menu.

Select the paperclip to attach your documentation as a PDF, JPG, or PNG.

The vendor should be the store or place that the item was or will be purchased from.

The description should be a general summary of the items that were purchased, such as “Food for new member welcome.”

Lastly, the amount is the amount of money you wish to be reimbursed for this receipt. It may be the case that a group member bought personal items in the same transaction that should not be reimbursed. In that case, you would take the receipt total, subtract the amount corresponding to the personal items, and place that number in the amount box. Keep in mind that if you do that, you should also write “Partial Reimbursement” in the description to let us know that the lessened amount is not a typo or oversight.

In summary, the Payment section can be thought of as “what was purchased/will be purchased.”

The Distribution section is where you will set up the distribution of funds from your group’s account to pay the payee.
Here, you can select the account with the funds that you would like to pull from. Depending on your group, you will likely have several different accounts. Each account will have its own characteristics and potential restrictions. Once you select an account from the drop down menu, selecting the pop-out button will open up a window that displays any funding applications with restrictions that apply to this account.

The amount box reflects the amount being pulled from this account. In most cases, you will be using one account for any particular transaction. If you are using two different accounts to cover the same transaction, please hit the “add row” button to select another amount and account. Please note that the rows shown in the distribution only ever apply to one row in the payment section, so the totals displayed should match the amount in the payment section.

**Multiple Payment Lines**

We ask that you group multiple/related transactions for the same payee into one request to reduce clutter or potentially duplicate reimbursements within the system. However, only one transaction should be on one payment line. As such, this section will cover the process of using multiple payment lines in the same request.

Here is an image of a request’s payment line section with only one line. Select the “Add Row” or “Duplicate Row” button to add additional lines.
Here is what the section will look like once multiple lines are in place. Notice that on the left of each row, there is a square section with a circle in the middle.

For the top line, the square section is filled in with an orange color, while the circle is marked with a smaller, dark circle. In addition, the entire line is filled with a light shade of orange. This indicates that the line is **active**.

When a line is active, the distribution section that is displayed reflects the distribution for *just that line*. If you should click on the second line, the second line will then have the square section changed, and the background will change to an orange color, showing that it has become active. The distribution section will change as well to what the allocation should be for the second line.

**Documentation**

This section will provide examples of documentation as well as any stipulations there may be on specific kinds of documentation. In general, we expect that documentation be provided or produced by the vendor, legible, and uploaded as a PDF, JPG, or PNG to GrantEd’s online document viewer.
**Itemization**

An itemized receipt requires the following pieces of information: **where** and **when** the purchase happened, **what** was purchased, and **how much** each item was.

The receipt displayed to the right is a good example of the types of receipts you will typically receive from retail establishments; you have the logo and address of the store at the top with all of the purchased items listed next to their prices. The date that the items were purchased is listed at the bottom.

Itemization will come in many different forms, depending on the vendor, so always ask for the most complete documentation the vendor can provide. If they are unable to provide a receipt (i.e. a more informal restaurant), please upload as much information as you can to GrantEd.

If the purchases being reimbursed are in a foreign denomination, please provide the credit card statement in addition to the itemization, as purchases are usually converted (and if conversion fees are applicable, they will also be reimbursed). If the conversion rate must be used, then the monthly average must be used.

**Proof of payment**

Proof of payment shows that a purchase was paid for. This can range from the credit card authorization on a retail receipt (as outlined in the example receipt above) to the statement for the credit card showing the charge as being posted. The main elements of what constitutes proof of payment are as follows: the **date** of the charge, the **amount**, the **vendor**, and the **identity** of the person that paid for the charge (i.e. the payee).

One piece of documentation that fulfills this requirement is a credit card or bank statement. We ask that if you choose to provide proof of payment through this that you leave enough information so that we can tell who the account belongs to. You are welcome (and encouraged) to black out any irrelevant information such as other transactions or the account number.

For online purchases from vendors such as Amazon or Stickermule, another way to provide proof of payment is to provide documentation showing the items as “shipped” or “delivered.”
Venmo (and other peer-to-peer payment apps such as Zelle or Cash App) cannot be used to provide proof of payment. Transactions done through these apps cannot be approved or reimbursed through GrantEd.

**Lost receipts**

If either the itemization or proof of payment (or both) cannot be provided, then you may use one of your lost receipt allotments. Groups may submit up to three lost receipts per year with the following requirements:

i. Only three lost receipt allotments can be used per academic year per group.

ii. You may only reimburse using your 2800 unrestricted account.

iii. Lost receipts may only be reimbursed up to $75.00.

iv. Only one lost receipt per person per group may be reimbursed.

**Gas and Depreciation**

You may reimburse a group member’s personal car usage through one of two ways: if they purchase gas, you may reimburse the purchase of gas the same as any other purchase.

If they do not, you should do the following.

1. Take a screenshot of the route taken through Google Maps. The screenshot should clearly show the amount of miles driven as well as the beginning and ending location.

2. Each mile driven can be reimbursed up to $0.58 for trips taken in 2019. For example, if someone drove 10 miles for a group event, they are reimbursed $5.80.

3. If the trip was a round trip, you should multiply the amount by 2. Following our previous example, they should be reimbursed $11.60.

Doing the math in the request description (“Payee drove 10 miles x 2 for round trip x reimbursement rate $0.58 = $11.60”) is recommended.

You may choose to reimburse at a lower rate (i.e. $0.20 per mile), but not a higher rate. If you do decide to reimburse at a lower rate, please explicitly say as such in the request description.

**Types of Requests**

**Student/Non-Student Reimbursement**

*Purpose:*

To reimburse someone for something that has already been paid for

*Example:*

A member bought food for a weekly meeting.
Required Documentation:

Proof of payment and itemization. For non-student reimbursements, they must fill out an electronic tax form (sent through email).

Notes:

The most common type of request, and the most common error is usually not submitting the itemized receipt from the purchase. You will want to emphasize careful and thorough documentation of all receipts in order to ensure that your organization members can be repaid for their expenses.

**Advance Payment**

**Purpose:**

To make a payment before you have the documentation to support it.

**Example:**

Paying for hotels/airfares/other large expenses that you do not want a group member to have to pay for upfront.

**Required Documentation:**

None at the time of creation.

Within two weeks of the check’s printing, you must submit proof of payment and itemization on the same request used for the check, similarly to a reimbursement request. This stage is referred to as “FO Verification” on GrantEd.

**Notes:**

If you do not submit the required documentation, your ability to use GrantEd will be severely limited (i.e. unable to create or submit any requests until documentation has been entered). If the payee spends under the amount requested, please submit a deposit request for the amount that was not spent, then bring the money/check to the SSE offices.

If the payee spends more than the amount requested, submit a payment request for the remaining amount and reference the initial advance payment somewhere in the description.

**Invoice Payment**

**Purpose:**

To pay a company directly for items/services provided.
Example:

Paying a catering company for food to be provided during an event.

Required Documentation:

The invoice provided by the vendor; must need official letterhead and address of the vendor.

Notes:

CapGroup can mail out invoice payment checks directly to the vendor for no additional fee. Please note that checks sent through this method may take longer to be delivered to the vendor.

Invoice payments are made to companies. For example, if paying an invoice to a photographer, the check would be made out to ABC Photography Inc. as opposed to the photographer themselves.

Service Payment

Purpose:

To pay an individual who performs a service for your organization.

Example:

Paying a speaker's fee to an invited speaker.

Required Documentation:

Electronic tax form (sent through email). For all payments above $500, you must also provide a contract for the service. Note that all contracts of $500 or more must be reviewed and approved by Office of Student Engagement (OSE) staff.

Notes:

The email you put down when registering a new vendor is the email that the tax form will be sent to. Note that the payment cannot be completed if that form is not completed.

Service payments are made out to individuals. For example, if paying a service payment to a photographer, the check would be made out to John Smith, the individual photographer.

No individual Stanford faculty or staff can be paid through a service payment.
**Account Transfer**

**Purpose:**
To transfer funds within your organization’s accounts.

**Example:**
Transferring funds to an account that was mistakenly used for a reimbursement from the account that the reimbursement should have come from.

**Required Documentation:**
Reference to past transaction being corrected or reason for transfer.

**Notes:**
Funds cannot be transferred between accounts to cover an event or make up for a deficit in funds. Funds provided by the ASSU cannot be transferred between accounts. To change the allocation, please complete a funding modification instead.

**Funding Modification**

**Purpose:**
To change the allocation of funds as originally set by the ASSU Undergraduate Senate or the Graduate Student Council.

**Example:**
A previously planned and budgeted event that you received funding for is no longer happening, and you would like to use the funds towards a different event.

**Required Documentation:**
Explanation of the reason for the transfer, as well as an explanation of the new costs/estimates for the changed event.

**Notes:**
Funding modifications must still be discussed with a member of the Undergraduate Senate/Graduate Student Council (depending on the source of the funds). If you need to adjust TSF allocation, please contact Ankita Rakhe.

You *must* submit a modification and gain approval before the funds are spent on the new event.
**Group Transfer**

**Purpose:**

To transfer funds to another student group on campus.

**Example:**

Your organization cosponsored an event with another group. They are paying for all the costs and request money to pay for the supplies.

**Required Documentation:**

An email chain between the leadership of the two groups agreeing upon the amount to be transferred.

**Notes:**

Note that the funds you transfer must either 1) be from your unrestricted funds or 2) be from funds that are explicitly marked as being available for other student groups to use (most commonly found in umbrella organizations such as Club Sports or AASA).

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**Purchase Order**

**Purpose:**

To pay a Stanford-affiliated vendor (such as Event Services or Stanford Catering).

**Example:**

You are renting out a space and are paying Event Services for furniture.

**Required Documentation:**

The purchase order documentation from the Stanford-affiliated vendor.

**Notes:**

Please note that you should be submitting the purchase order to the vendor first—you will receive an invoice/cost estimate from the vendor that will then serve as documentation.

Only Stanford-affiliated vendors should be paid through a purchase order.
**University Transfer**

**Purpose:**
To transfer funds to a university department.

**Example:**
An academic department paid for an event that your group has co-sponsored.

**Required Documentation:**
Invoice from the university department or an event flyer (for co-sponsored events).

**Notes:**
This is only to transfer funds to a university department. If your group is expecting to receive funds from a university department, please use the following information:

**PTAE Number:** 1056598-1-ZBABS-24400

**Approver:** O’Neal Patrick (opatrick@sse.stanford.edu)

*Do not use this information for any other kinds of transfers.* For more information on PTAs for other types of transfers, please contact O’Neal through the email linked above.

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**Deposit**

**Purpose:**
To deposit funds into your 2800 unrestricted account.

**Example:**
You are depositing proceeds from items for sale on a short-term basis (food items, t-shirts). Note that sales need prior university approval.

**Required Documentation:**
N/A

**Notes:**
Funds (either checks or cash) must be brought into the SSE offices in Old Union 103 in order to be processed.
Membership dues, ticket/event registration sales, or fees for classes or instruction should be instead be processed through Stanford Eventbrite.

Charitable donations should be processed through the Office of Student Engagement and the Office of Development. Please see here for more information regarding the policies around off-campus donations.