

Guide to OAC Reconciliations



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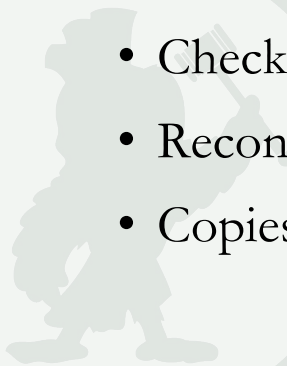


Post-OAC Rundown

- Once the OAC Presentations are finished and events were approved, you should see a transfer of funds to your student org account.
 - This transfer has to be done within 5 business days.
- You would then request a cash/check advance like normal.
- **SAVE YOUR RECEIPTS**
- After your event is done, reconcile with the business office first.

What You Need to Do

- Reconcile with the Business Office before you begin.
 - If you need help with that, please refer to the “Guide for Cash Advance Requests, Check Requests, and Reconciliations”
- Have all paperwork ready.
 - This includes:
 - Cash advance requests
 - Check requests
 - Reconciliation forms
 - Copies of receipts



OAC Reconciliations

You must reconcile with the Business Office before you begin.

What You Need to Know

- You have 10 business days to reconcile with ASWU once the OAC event concludes.
 - This is different from the Business Office.
- A submission on an online form is required.
- If a student org fails to reconcile on time...
 - The org will be assessed a \$25 fee for the first violation.
 - For additional violations: see the OAC Guidelines.
 - The org will risk its OAC eligibility for the next semester.

Requirements

- Completed [online form](#)
- Have the following ready to upload:
 - Copies of ALL receipts
 - Copies of receipts and transactions with the business office
 - Event Flyer(s)
 - Pictures
 - Current list of members who assisted
 - Sign-in Sheet (if less than 30 students)
 - Copy of transfer request form

Online Form

ASWU Reconciliation Form Fall 2017

All items are due 10 business days after the conclusion of each event. A fine of \$25 will be assessed for each missing item. Failure to reconcile will result in a reduction of and/or jeopardize future funding. The Business Office will put your organization's account on hold after 10 days if you do not reconcile.

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There are two sections to this form. On this section, please fill out all required information. The second section will allow you to upload the following files (so please be prepared to have them on you!):

- Copies of all receipts
- Copies of all transactions with the Business Office (including Student Organization Reimbursement and Reconciliation Forms)
- Event flyer with the "Co-sponsored by ASWU" logo and the "APPROVED" stamp (Failure to have approved marketing will result in a \$25 fine)
- Pictures (3 if total amount spent is under \$500, 5 if total amount spent is over \$500)
- Student Organization Transfer Request for unused funds back to the ASWU-OAC account
- Sign in sheet (if event had less than 30 attendees)
- Current list of organization's members who assisted with the event

**For your convenience in documenting paperwork, I suggest downloading an app called CamScanner for your phone!

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If you have additional questions please email:

Step One: Basic Information

Email address *

Your email

Step One: Basic Event Information

Name of Event *

Your answer

Event Date *

Date

mm/dd/yyyy

Time

__ : __ AM ▾

Location of Event *

Your answer

Please
provide:

- Your Email
- Event Name
- Event Date and Time
- Location of Event.

Step Two: Event Coordinator, President, and Treasurer Names

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Event Coordinator *

Your answer

President's Name *

Your answer

Treasurer's Name *

Your answer

Please provide names for:

- Event Coordinator
- President
- Treasurer

(or the equivalent of the above)

Step Three: Event Analysis

Step Three: Event Analysis

Total Number of Woodbury Students in Attendance *

Your answer _____

Total Number of Attendees (including NON-WU students) *

Your answer _____

How did this event benefit the Woodbury Community? *

Please provide a thorough answer, as if you were explaining this event to another student.

Your answer _____

Did any other student organizations (besides ASWU) co-sponsored this event with your organization? How did this experience go? *

Your answer _____

Did this event meet the organization's expectations? Why or why not? *

Your answer _____

Will the organization host this event again? Why or why not? *

Your answer _____

Please provide:

- An estimate of:
 - Woodbury Attendees
 - All Attendees
- A **thorough** description on how it benefits the WU community
- If another org sponsored this event, explain how it went
- Debrief and explain how the event did/didn't meet expectations
- If the org will host this event again and why.

Step Four: Final Contribution and Transfer

Step Four: Final Contributions and Transfer

Total Amount Spent *

Your answer

Final 15% Organization Contribution *

(Total Amount Spent)*(0.15)

Your answer

Final 85% OAC Contribution *

(Total Amount Spent)*(0.85)

Your answer

Original Amount Requested *

Original amount requested from OAC (NOT total event budget)

Your answer

Total Amount Due Back *

(Original Amount Requested) - (Final 85% OAC Contribution) ■ If this number is negative, please type in "0"

Your answer

- **Total Amount Spent**
 - This is overall spending
- **Final Contribution**
 - To find these amounts:
 - Take the **Total Amount Spent** and **multiply by either 0.15 or 0.85**
- **Original Amount Requested**
 - This is the original 85% amount
- **Total Amount Due Back**
 - Take the **Original Amount Requested** and **subtract it with the Final 85% Contribution**
 - If this number is negative, you do **NOT** have to return money.

Step Five: Upload

Step 5: Upload all required documentation listed below:

- Copies of all receipts
- Copies of all transactions with the Business Office (including Student Organization Reimbursement and Reconciliation Forms)
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- Pictures (3 if total amount spent is under \$500, 5 if total amount spent is over \$500)
- Student Organization Transfer Request for unused funds back to the ASWU-OAC account
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This last step requires you to directly upload the form using the provided links to upload to.

After Submission

- I will review it, then send a confirmation or correction email, and update the spreadsheet.
- You are finished with the event's reconciliation and will have to do one for every event that an org holds if sponsored by ASWU.



Questions, Comments, Concerns?

Contact:

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