

Auxiliary Enterprise Corp

STANDARD OPERATING PROCEDURES

Auxiliary Enterprise Corporation

Our Mission

- ▶ The AEC strives to enrich and enhance each student's college experience by providing exceptional services and financially sound operations to the College Community. Through prudent management and oversight of our contract services we endeavor to provide the highest level of quality and service in each facet of our operations. We further endeavor to identify and introduce new revenue producing opportunities to help support and finance student activities and organizations.

Our Services

- ▶ Campus Dining Contract "Centerplate"
- ▶ Campus Vending Contract "Canteen"
- ▶ Online Books Contract "Akademos"
- ▶ Campus Spirit Store "CCNY AEC Self Operated"
- ▶ ATM Services Contract "FAM Capital"
- ▶ Beverage Pouring Rights Contract "Pepsi"
- ▶ Commencement Flower Contract "Commencement Flowers"
- ▶ Commencement Photos Contract "Island Photography"

AEC Employees

- ▶ Jason Wallace: Executive Director of AEC: Full Time
- ▶ Julian Ramsey: Campus Store Manager: Full Time
- ▶ Roy Brijlall: Campus Store Assistant Manager: Part Time
- ▶ Zanib Baig: College Assistant: Part Time

AEC Authorized Signatories

- ▶ Leonard Zinnanti: Senior Vice President & Chief Operating Officer
- ▶ Felix Lam: Vice President & Chief Financial Officer
- ▶ Jason Wallace: Executive Director of Auxiliary Enterprise Corporation

AEC Budget Process

- ▶ **Step #1:** Senior Vice President/COO & AEC Executive Director establishes the Operating Budget
- ▶ **Step #2:** Senior Vice President/COO & AEC Executive Director identifies the potential Surplus Budget
- ▶ **Step #3:** SVP/COO & Executive Director presents the budget to AEC Board of Directors for approval
- ▶ **Step #4:** At the end of each fiscal year, and Independent audit is conducted to ensure proper accounting principals have been followed

Auxiliary Enterprise Corp.

STUDENT CLUB & ORGANIZATION FUNDING GUIDELINES

2018-2019

The Surplus Budget Process

- ▶ Funding is awarded for use in the current academic year.
- ▶ All events must take place on or before May 24, 2018.
- ▶ All disbursements requisitions must be submitted by May 31, 2019
- ▶ Cash is not an acceptable form of payment.
- ▶ No funding reimbursements between May 24, 2019 & September/the start of the new academic year.

The Surplus Budget Process

Reimbursement Requisitions

- ▶ All expenditures are made by properly completing a disbursement package. All disbursements must be submitted to the AEC Business Office
- ▶ Sept –April, Please allow 15 business days for processing reimbursement checks
- ▶ May – June Please allow **up to** 30 business days for processing reimbursement checks
- ▶ Disbursement checks maybe mailed or picked up in Wingate 112
- ▶ Cash is not any acceptable form of Payment

Reimbursement Requisitions

- ▶ Please do not plan/schedule any reimbursement activities between May 24, 2019 and the start of the new academic year
- ▶ Submit all hotel, air travel, train travel, bus travel, car rental request directly to AEC for Pre-Approval.
- ▶ Submit all educational conference request directly to AEC for Pre-Approval

Surplus Reimbursement Requirements

- ▶ Submit Non-Tax Levy disbursement requisition form, signed by either club Treasurer or club President. All forms submitted **must** include:
 - Name of Club (full name)
 - President or Treasure Name & Telephone Number
 - Club meeting minutes detailing the event
 - Photo copy of club Treasurer's CCNY Student ID
 - Event details & flyer
 - Event attendance sheet
 - Event day, date, and time
 - Original itemized invoices/receipts with vendor's company name, address, and telephone number
 - If paid for by credit/debit card the name of the card holder must be on the invoice
 - Proof of payment by credit/debit card holder, bank statement showing payment transaction
 - Cash is not an acceptable form of payment

Surplus Reimbursable Purchases

Authorized Purchases

- ▶ Club Event Food, non-alcohol beverage, cups, plates, utensils **(AEC Pre-Approval)**
- ▶ Contracted professionals, photographers, lecturers, DJ's
- ▶ Conference registrations 50% **(AEC Pre-Approval)**
- ▶ Travel, air/ground transportation, meals, & lodging **(ACE Pre-Approval)**
- ▶ National club/organization membership for educational purposes only. 50% **(AEC Pre-Approval)**

Un-Authorized Purchases

- ▶ Club Meeting Food, non-alcohol beverage, cups, plates, utensils,
- ▶ Entertainment events, sporting events, Party's
- ▶ Personal Items: Clothing, jackets, pants, sweaters, hats, t-shirts
- ▶ Personal Items: Cords, stoles, other types of regalia, cups, bags, other promotional items
- ▶ Electronic devices, cameras, printers, computers
- ▶ Furniture, books, jewelry, promotional items,
- ▶ Fraternity/Sorority Membership, Banners
- ▶ Gratuity, tips, delivery, or service fees
- ▶ Scholarships from USG/GSC to Clubs

Food & Beverage Guidelines

- ▶ Centerplate Food Service: “CP”
 - ▶ Meet with CP catering manager to determine menu selections and cost
 - ▶ CP catering Invoice signed by AEC Executive Director then returned to “CP”
 - ▶ After the event submit all required documents to AEC to pay “CP” from your club account
- ▶ Outside Vendor
 - ▶ All outside food vendors must provide itemized invoice. Cash payment are not refundable.
 - ▶ All outside vendors will be paid after services have been rendered
 - ▶ All outside vendors must provide Itemized invoices on company letterhead with name, address, telephone, and form of payment credit/debit. Cash is not an acceptable form of payment.
 - ▶ A hand-written piece of paper is not an acceptable form of receipt
 - ▶ Be sure to inquire for a receipt sample from vendor prior to making any purchases

Online Purchase Guidelines

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- ▶ When making online purchases, be sure to get an itemized invoice/receipt showing the form of payment and name of the credit card holder, with last four digits of card number
- ▶ **A Bank statement is required proof of payment for ALL reimbursement**
- ▶ Please note: Online order confirmations, or packing slip are NOT invoices. The invoice will show exactly what was purchased, date of purchase, and the method of payment

Hotel & Ground Transportation Guidelines

Hotel Accommodation

- ▶ Hotel reservations cannot be pre-paid with AEC funds (**AEC Pre-Approval**)
- ▶ ALL travel accommodation must be **Pre-Approved by AEC Director.**

Ground Transportation

- ▶ Car rentals cannot be pre-paid with AEC funds
- ▶ Fuel cost will be reimbursed at 55 cents per mile
- ▶ Visit Gasbuddy.com to calculate fuel usage
- ▶ Bus travel cost cannot be pre-paid with AEC funds
- ▶ Train travel cost cannot be pre-paid with AEC funds

Professional Services

- ▶ Professional speakers and other independent contractors, will be paid after services have been rendered
- ▶ Professional speakers/independent contractors must provide
 - ▶ Itemized invoice on company letterhead
 - ▶ Completed W9 form (Available from IRS website)
- ▶ Note that with proper planning, professional vendors can be paid the day of the event and/or products delivered

Things To Remember

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- ▶ CCNY brings added economic value to our community business partners that you do business with. “Be conscious of where and how you spend!”
- ▶ Any company that cannot provide you with the proper documentation, does not deserve your business. “Value your spending power!”
- ▶ Submit all invoices and proper reimbursement paperwork
- ▶ Submit meeting minutes
- ▶ Submit meeting attendance lists
- ▶ Submit details from event or conference
- ▶ Submit AEC Non-Tax Levy requisition form with above documents
- ▶ Submit bank statements for proof of purchase

Business Standards

- ▶ Club Fiduciary Responsibility
- ▶ Only the club President or Treasurer's signature on disbursement requisition form
- ▶ Club President and Treasurer are responsible to maintain account balances
- ▶ Club President and Treasurer are responsible for submitting proper documentation
- ▶ In the event the club President or Treasurer over spends on the budget individuals **will not** be reimbursed