



UCORP PROJECT DIRECTOR TRAINING

April 25, 2023 &
April 26, 2023

AGENDA

- ▶ Welcome Tammie Ridgell
- ▶ UCORP HR Updates Mark Angstman
- ▶ UCORP Refreshers Anthony Victoria
- ▶ UCORP Programs Updates Ricardo Angeles
- ▶ Accounting Updates Maggie Woo
- ▶ Year-end Preparation Maggie Woo

House Keeping

- ▶ Please Mute
- ▶ Please post your questions in the chat or use the raised hand function.
- ▶ The slides will be available on the UCorp website (<https://ucorp.sfsu.edu/>)



UCORP HR UPDATES

Mark Angstman

SF Minimum Wage Increase

Effective July 1, 2023, minimum wage will increase from \$16.99/hr to \$18.07/hr

- hourly rates will automatically be adjusted

Burden Rates

- ▶ The burden rates relate to the cost of benefits, both statutory & fringe benefit, applied to the wages paid to UCorp employees
 - Statutory includes FICA (social security & Medicare), SUI, SDI & worker's compensation insurance
 - Fringe includes, vacation, sick leave, health, dental & vision, life insurance & retirement

Burden Rates

cont'd

- ▶ Any time an employee is paid through payroll, the burden rate is applied to the gross wages paid, and your UCorp fund account is charged for the calculated benefit cost
 - benefit rates can range from as low as 0.9% for a qualified student &/or international employee, to as high as 41.35% for a fully benefitted employee
 - dependent upon classification and length of appointment

Burden Rates

cont'd

- ▶ The link to UCorp's burden rate schedule may be found on our website at:

<https://ucorp.sfsu.edu/policy-and-procedure>

Policy and Procedure

Accounts Receivable Policy and Procedure

Allocation of Financial Responsibility and Account Deficit Policy

Background Check & Fingerprinting Policy

Benefit Burden Rates (Effective Feb 25, 2023)

Conflict of Interest Policy for Project Account

Paying Individuals

It is important to note that in many situations, individuals have to be paid as employees, (i.e., reportable W-2 wages), with their compensation processed via UCorp's payroll

There are three (3) ways in which this may be accomplished:

- as a bona fide employee who will be paid regularly (ie., semi-monthly)
- as a Special Consultant
- as a Limited Employee

Paying Individuals

cont'd

...as a bona fide employee who will be paid regularly (ie., semi-monthly)

- full or part time appointment over a specified length of time
- requires an employment form (DocuSign form on UCorp website)
- individual must complete employment forms
- time worked to be reported online every two weeks & approved by supervisor

Paying Individuals

cont'd

...as a Special Consultant

- one-time payment, paid at end of appointment period
- to be used for those being simultaneously paid by University
 - & may also be used for other individuals
- considered 'employment'
- individual has limited forms to complete (W-4 & I-9)

Paying Individuals

cont'd

...as a Limited Employee

- one-time payment, paid at end of appointment period
- to be used for those working less than a month
 - not to be used for those working concurrently with SFSU
- considered 'employment'
- individual has limited forms to complete (W-4 & I-9)

Paying Individuals

cont'd

Forms for all three payment methods may be found on UCorp's website at:

<https://ucorp.sfsu.edu/forms>

...under Human Resources and Personnel Forms

Paying Individuals

cont'd

Please note...

... a discussion may also be had with Ricardo Angeles and his area for paying individuals as:

Independent Contractors
Short Term Service Providers
Honorarium recipients

Community Member / Person of Interest (POI)

- ▶ in order for a UCorp employee, who is not also employed by SFSU nor an SFSU student, to be able to have a UIN, SFSU email, ability to have access to the library & other University-related services, they need to be registered as a 'community member'
- ▶ this is also, a UCorp requirement for all bona fide UCorp employees

Community Member– Person of Interest (POI)

cont'd

- ▶ once granted, will also have the ability to:
 - access campus Wi-Fi
 - take required University/CSU trainings

Please note:

- can take up to 7–10 business days for processing & activation
- status granted for up to 1 year and may be renewed

Community Member– Person of Interest (POI)

cont'd

Form to request Campus Community Member Status can be found on UCorp's website at:

<https://ucorp.sfsu.edu/sites/default/files/documents/campus-community-member-status-request.pdf>

Contact Information

Mark Angstman
angstman@sfsu.edu
(415)338-2246



Out of State Employment

- UCorp currently re-evaluating
- policy will be finalized and distributed by July 1, 2023

Tammie Ridgell



- UCorp PCard DS Forms
- UCorp Volunteers
- UCorp Insurance Reminders

Anthony Victoria

UCorp PCard DS Forms

UCorp has adopted the use of two new DS forms for the UCorp PCard, now found on UCorp's website at: <https://ucorp.sfsu.edu/forms/accounting-and-procurement>

Accounting and Procurement

Title	File Type
UCorp PCard Application	DocSign
UCorp PCard Monthly Report Cover	DocSign



UCorp PCard Application

PROCUREMENT CARD PROGRAM AGREEMENT & CFS ACCESS

Cardholder Name: _____ SFSU UIN: _____

UCorp Fund Acct #: _____ Dept ID/Name: _____

Phone Ext: _____ SFSU Email: _____

Card Agreement

I accept the authority and responsibility to utilize the UCorp Procurement Card

UCorp PCard DS Forms

cont'd

New PCard Monthly Cover Report DS form added:

- now to be used when submitting your monthly reporting package
- includes icon/ability to attach supporting documents



UCorp PCard Monthly Report Cover

PROCUREMENT CARD MONTHLY REPORT

Please redact the first twelve digits of the card number.

Kindly put the report in this order:

- 1-ProCard Statement*
- 2-US Bank Statement*
- 3-Itemized receipts*

Cardholder's Name: _____ Employee ID: _____

Department/College: _____ Cycle End Date: _____

I have reviewed the US Bank statement and the CFS ProCard statement...

UCorp Volunteers

UCorp allows volunteers to assist on various projects

These individuals must complete the application & authorization process prior to starting...

Important to note:

- if working with minors, he/she is subject to YPP requirements
- if driving, he/she is subject to Defensive Driving requirements

UCorp Volunteers

cont'd

All volunteers are protected under UCorp's worker's compensation insurance – therefore, it is important to immediately report if he/she becomes ill or injured while volunteering

Volunteer Application form may be found at on UCorp's website, at:

<https://ucorp.sfsu.edu/sites/default/files/documents/volunteer-application-form.pdf>

UCorp Insurance Reminders

... don't forget

- ▶ when an individual or an organization provides their services to a UCorp program, they need to also have evidence of their own insurance
- ▶ when a vendor comes onto University premises, even if just for a delivery drop-off, evidence of their insurance is needed

UCorp Insurance Reminders

cont'd

... don't forget

- ▶ when completing the SEA form, it is important to respond to all questions & provide as much detail as possible, as these are evaluated through an insurance/risk lens – is additional coverage required??
- ▶ to distinguish between a *special event* and an *academic field trip*, as there are University requirements relative to field trips (<https://academic.sfsu.edu/academic-field-trips>)

UCorp Insurance Reminders cont'd

... don't forget

- ▶ when release of liability forms are required for those participating in-/attending an- activity that requires said waiver, the program must retain these forms for at least three years
 - do not send forms to UCorp
 - digital copies are acceptable, provided all information & signatures are clearly legible

Contact Information

Anthony Victoria
avictori@sfsu.edu
(415)338-2238



UCORP PROGRAMS UPDATES

Ricardo Angeles

Summary of Talking Points

- ▶ Important End of the Year Deadlines
- ▶ Reimbursed Release Time (RRT)
- ▶ Gift Cards vs. Stipends
- ▶ Use Tax
- ▶ Electronic Payment Requests
- ▶ International Vendor Payments
- ▶ Vendor Change Request Form
- ▶ Stop Payment Form **(NEW FORM)**
- ▶ Level 1 Data

Important Submission Deadlines:

- ▶ **Online Requisition** submission deadline is **6/2/23**
(NOTE: Open reqs should be reviewed and request to be closed if no longer valid by **6/16/2023**)
- ▶ **A/P Check Request** submission deadline is **6/16/23**
(i.e. travel claims, outstanding invoices)
 - *Last Check Run for FY End will be Tuesday, 6/20/23*
 - *First Check Run for New FY will be Tuesday, 7/06/23*
- ▶ **Review Data Warehouse Program Reports** and submit any Account Adjustment requests by **6/16/23**
(i.e. Fund or GL account changes)
- ▶ **Reimbursed Release Time (RRT)** and Salary/Benefit Reimbursements to SFSU **5/02/23**

Reimbursed Release Time (RRT) and Salary/Benefit Reimbursements to SFSU

Please submit your UCorp-funded requests for 2023–2023 RRT and Salary/Benefit reimbursements by **May 02, 2023**. Requests received after that date could cause an issue in reporting it in 2022.

Submit requests to Ricardo Angeles with the following information:

- ▶ Faculty/Lecturer/Staff Name
- ▶ Semester & Fiscal Year
- ▶ UCorp Fund Number
- ▶ Number of course releases OR Amount to be reimbursed.

Reimbursed Release Time (RRT) Form



The University Corporation, San Francisco State
Reimbursed Release Time
Pre-Approval

Faculty Name:	<input type="text"/>	Project Director:	<input type="text"/>
ID Number:	<input type="text"/>	Fund Number:	<input type="text"/>
College:	<input type="text"/>	Fund Description:	<input type="text"/>
Department:	<input type="text"/>		

Academic Year:	<input type="text"/>
Semester:	<input type="text"/>
Percentage of Release:	<input type="text"/>
Available Funding:	<input type="text"/>

Available funding must include an adequate amount for salary and benefits.

DESCRIPTION OF WORK TO BE PERFORMED DURING THIS COURSE RELEASE:

LIST OF FUNDERS THAT HAVE CONTRIBUTED \$2,500 OR MORE TOWARD THIS COURSE RELEASE:

By signing this form, both the Dean of the College and the faculty member acknowledge that this percentage of released time represents a fair estimation of the reduction of time in normal teaching duties/workload for the semester indicated, and a fair estimation of the time the faculty member will devote to activities related to the above referenced project or program.

Reimbursement will be based on calculation above or availability of funding, whichever is less.

Project Director Date

Faculty Member Date

Dean of College Date

Executive Director, UCorp Date

NO Gift Cards (GC) as Compensation

NOTE: PLEASE CONSULT WITH UCORP PRIOR TO ISSUING GC

- ▶ Incentives related to Participants in a Study are allowed
 - Small financial payments not to exceed \$75 (or recurring payments up to \$599 in 1 year)
 - PI should request a cash advance via check request/memo indicating the study, amount to be given, and number of participants.
 - Include the SFSU's Committee for the Protection of Human Subjects (CPHS) approval letter
 - PI is issued the check to cash for purchase of incentives
 - PI is responsible for maintaining the receipt system and payments to participants
 - PI is responsible for closing and settling the cash advance

<https://ucorp.sfsu.edu/payments>

- ▶ Gift Cards must NOT be used as a form of payment to vendors or pay employees or students in lieu of wages.

Stipends

- ▶ Payments issued to current SF State Students
 - Not considered compensation and must not be used in lieu of wages.
 - For class participation or general support to serve as aid in the pursuit of their studies
 - Not performance-based and may not be adjusted or withdrawn as a result of performance.
- ▶ May be accompanied by certain terms and conditions to be met
 - Outlined on the “Stipend Award” form.
 - Recipient may be required to enroll in a particular degree program or complete a particular course or activity.
 - These activities must have an educational benefit to the student. **SF State must not derive any benefits from the activities.**
 - Project Director is responsible to contact UCorp if terms and conditions of the stipend are not met, and if subsequent payments should be suspended.

<https://ucorp.sfsu.edu/payments>

Use Tax

- ▶ Applies to out-of-state purchases made by:
 - Phone/ Internet / Mail / Person

And

- ▶ BOTH of the following apply:
 - Seller does not collect California sales or use tax.
 - You use, give away, store, or consume the item in this state.

<https://www.ftb.ca.gov/pay/use-tax.html>

When purchasing/planning to purchase out-of-state items:

- ensure enough funding in your UCorp fund to cover Use Tax.
 - including* when establishing Purchase Order Requisitions

Use Tax for S.F.City and County is 8.625%

Electronic Payment Requests

REMINDER:

UCorp will only accept payment requests and invoices submitted through DocuSign for payment.

Payments to foreign vendors:

–Appropriate Tax Information needed for processing and review

Celine Luo, Tax Specialist

Email: wenshu@sfsu.edu

Admin Building, 3rd floor, RM 350

–Verify that all Information needed to process payment is obtained from vendors PRIOR TO LEAVING COUNTRY

Multiple UCorp Templates available in DocuSign

- Special Project Agreement Form (For new/renewing programs & scholarships)

Note: Updated SPAs are needed for changes in Project Directors/ Authorized Individuals

- UCorp Check Request Forms (Direct Payment/Reimbursement)
- UCorp Hospitality Request Forms (Direct Payment / Reimbursement)
- UCorp Short Term Service Agreement Form
- Student Stipend Payment Forms (for single and multiple individuals)
- Student Stipend Certification Form
- Honorarium Request Form
- Vendor Change Request Form
- Stop Payment Form (**NEW FORM**)

UCorp Vendor Change Request Form (New Form)



UCorp Vendor Change Request Form

Change Requested:

Vendor Contact Information

Bank Information/ ACH Request

Contact Information

Vendor Name	Vendor Address City, State, Country And ZIP Code
Vendor Telephone #	Vendor Fax #
Vendor Email Address	Vendor Website
Vendor Tax SS#/EIN#	

Comments:

Bank Information - *voided check or formal bank document must be attached*

Bank Name	Bank Address City, State, Country And ZIP Code
Bank Telephone #	Bank Fax #
Bank Email Address	Bank Website
Bank Routing #	
Bank Account #	SWIFT Code

Comments:

I hereby certify under penalty of perjury that the information provided on the document is true and correct. I will promptly notify UCorp of any changes.

Individual, or Company Authorized Representative's Name: _____

Signature: _____ Date: _____

UCorp Stop Payment Request Form (New Form)

DocuSign Envelope ID: CBA83597-9C42-4BC6-8EC8-AC07B4855B34



UCorp CHECK REPLACEMENT / STOP PAYMENT FORM

Program Authorized Signature: _____ Name: _____ Fund#: _____ Date: _____

VENDOR LAST NAME	VENDOR FIRST NAME		
<input type="text"/>	<input type="text"/>		
COMPANY NAME (if applicable)	EMAIL ADDRESS		
<input type="text"/>	<input type="text"/>		
CURRENT ADDRESS (if an updated address, also fill out a VENDOR CHANGE REQUEST FORM)	PHONE NO.		
<input type="text"/>	<input type="text"/>		
CITY, STATE, ZIP CODE	CHECK NO. (if known)	CHECK DATE	CHECK AMOUNT
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SELECT TYPE OF CHECK PAYMENT	<input type="text"/>		

REASON FOR THIS REQUEST

Comments:

I certify or declare that I am the owner of said check above, a legal representative, or officer of the government agency who acts on behalf for the owner, has not cashed or transferred same, and is entitled to possession thereof. I hereby agree to indemnify and hold harmless the University against any and all liability, loss, cost, damages, attorney's fees and other expenses which the University may sustain or incur as a consequence of honoring this stop payment/check replacement request. I understand that this stop payment request cannot be upheld if the check listed on this request has already been paid, and it will take up to 15 business days to process the fully completed and signed request. I further agree to return the original check to the University promptly and not attempt to negotiate said check if I ever receive or locate said aforementioned check.

I certify (or declare) under penalty of perjury that the foregoing is true and correct.


Payee/Declarant Signature: _____ Date: _____

UCORP / PROGRAM USE ONLY					
Check Amount	Original Ck. No.	Original Voucher No.	Reissued Voucher No.		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
CHARTFIELD FOR STALE DATED CHECK					
ACCOUNT	FUND	DEPT ID	PROGRAM	CLASS	PROJECT
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
UCorp Authorized Signature:	UCorp Name:	Revised by:	Date:		
_____	_____	_____	_____		
Check Voided:	_____	by _____	Date:		
UCorp A/P Received:	_____	Date:			
_____	_____				

Importance of using the UCorp templates provided:

- Avoids delaying the payment process
- Documents automatically routed for UCorp review/ approve
- If the UCorp DocuSign Templates provided are NOT used please ensure the following individuals are included:
 - Shelby Zuo - (zuo@sfsu.edu)


 UCorp Reviewer: Shelby Cui Ying Zuo
zuo@sfsu.edu

 Needs to Sign

 UCorp Reviewer: Shelby Cui Ying Zuo
zuo@sfsu.edu

 Allow to Edit

- Ricardo Angeles (angelesr@sfsu.edu)

 UCorp Approver: Ricardo Angeles
angelesr@sfsu.edu

 Needs to Sign

Level 1 Data (i.e., W-9s)

- Sensitive documents should **ONLY** be submitted via DocuSign (not emailed)
- Attach any relevant documents (incl. W-9) using the paperclip icon



found on the top of the forms

Budget Officers will be notified when new templates are available for use.

We encourage you to begin using these templates immediately. If you have questions about using the form or routing, please contact Ricardo Angeles at angelesr@sfsu.edu .



ACCOUNTING UPDATES

Maggie Woo

CASHNET

- ▶ CashNet = eMarket credit card processing solution
- ▶ Online payment system to allow your customers to make payments via credit card directly to your UCorp fund
 - ▶ i.e. Merchandise Sales (Account 580932)
 - ▶ i.e. Dues/Membership Fees (Account 580920)
 - ▶ i.e. Project Revenue (Account 580931)
- ▶ To set up CashNet eMarket New “store”, complete and submit form located at:
 - ▶ <https://ucorp.sfsu.edu/sites/default/files/documents/cashnet-emarket-setup-form.pdf>

UCORP WEBSITE

▶ <https://ucorp.sfsu.edu/>

ucorp.sfsu.edu/welcome

Box Free CPE ITS ITResource SFSU FDN HR UCORP ASI Fiscal Affairs | SFSU People Search Zoom GAAP Accounting... CFS 9.2 testing QL to CFS PRORATE PROCESS...

SAN FRANCISCO STATE UNIVERSITY | The University Corporation, SF State

A-Z Calendar Login Search

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Project Directors Public Information Student Organization Banking

All Forms
Human Resources and Personnel
Employment Packet
Project Directors Information
Special Events Information
Travel Information
IRS Forms
Accounting and Procurement
Donations

Employee Directory

The University of Corporation, San Francisco State
UCorp aims to provide resources to the University as means to enrich the SF State experience for our students, faculty, and staff.

Welcome

News

CASHNET

Accounting and Procurement

Accounting and Procurement Forms

Title	File Type
Account Validity Verification	PDF
CashNet eMarket New 'Store' Set-Up	PDF
Conflict of Interest Questionnaire for Project Accounts	PDF
Deposit Transmittal	PDF
<ul style="list-style-type: none">with Deposit Tally Sheet	PDF
Equipment Lost Report	PDF
Fixed Asset Disposition	PDF
Fixed Asset Relocation or Transfer Form	PDF
Fund Advance Request	PDF
Incoming Wire Transfer	PDF
Interim Requisition Form	PDF
PO Change/Finalization Request	PDF
Procurement Card Program Agreement	PDF
Sole Source Justification Form	PDF

Contact

Email: ucorp@sfsu.edu
Telephone: (415) 338-1708

Location

1600 Holloway Avenue
San Francisco, CA 94132

Office Hours

Monday through Friday 9 - 5

Quick Links

[Staff Programs \(Prorates\) | \(BS/IS\)](#)
[UCorp Online Credit Card Payments](#)
[Common Financial System \(CFS\) Login](#)
[Document Readers](#)

CASHNET



The University Corporation
San Francisco State

1600 Holloway Ave. ADM 361
San Francisco, CA 94132

ucorp.sfsu.edu

CashNet eMarket Store Setup Request

RESET FORM

Thank you for your interest in UCorp's CashNet eMarket Credit Card processing solution. This online payment system will allow your customers to make payments and donations via credit card directly to your UCorp fund.

In order to get started, please provide us with the following information.

This completed form, as well as any questions should be submitted to:

Raymond Fang, UCorp/ADM 361 or by email at rafang1@sfsu.edu

CONTACT NAME	CONTACT EMAIL	CONTACT PHONE
ACTION ITEM: NEW STORE <input type="radio"/> CLOSE STORE <input type="radio"/> REINSTATE PREVIOUSLY ESTABLISHED STORE <input type="radio"/>		
UCORP FUND # (5 Digits)	UCORP FUND NAME	DEPT # (4 Digits)

Please provide a detailed explanation of what is being offered/paid-for:

REVENUE TYPE	EXPLANATION	UNIT PRICE <small>(If None or Special Price)</small>
Select Revenue Type		
Select Revenue Type		
Select Revenue Type		
Select Revenue Type		
Select Revenue Type		

If more than 5 revenue types are needed, please attach a separate document.

Automated reports of transactions will be sent via email upon request.

LIST RECIPIENT EMAIL ADDRESSES:		
REPORT FREQUENCY:	DAILY <input type="radio"/>	WEEKLY <input type="radio"/> MONTHLY <input type="radio"/>

PLEASE NOTE: Images (Such as Logos/Insignias/etc.) for your 'Store' may be considered. Please contact **Raymond Fang** at rafang1@sfsu.edu for further information.

IMPORTANT: Prior approval by SFSU Associate Director of Creative Services is required for all images and logos referencing to SFSU. Please submit them to **Wade Bennett** at wdb@sfsu.edu. Please attach evidence of approval with this completed form.

REV. 04/2023

CASHNET

Please direct questions to:

- ▶ Raymond Fang, rafang1@sfsu.edu

SALES AND USE TAX

- ▶ **What is a Sale?**
- ▶ A sale is any transfer of title or possession of tangible personal property for consideration

- ▶ **What is Sales Tax?**
- ▶ Generally, all sales are taxable unless specifically exempted or excluded by law

- ▶ **What is Use Tax?**
- ▶ Purchases from out-of-state without payment of tax

- ▶ ****Use Tax is also covered in earlier slide by Ricardo****
- ▶ Source: <https://www.cdtfa.ca.gov/taxes-and-fees/sutprograms.htm>

SALES AND USE TAX


- ▶ California City & County Sales & Use Tax Rates (effective April 1, 2023)

Location ▲	Rate ⚡	County ⚡
<input type="text" value="San Francisco"/>		<input type="text" value="Search County"/>
San Francisco*	8.625%	San Francisco

- ▶ Source: <https://www.cdtfa.ca.gov/taxes-and-fees/sales-use-tax-rates.htm>

SALES AND USE TAX

▶ PROJECT DIRECTORS' RESPONSIBILITIES

 Understands sales tax applies to purchases in California


 Understands use tax applies to purchases from out-of-state that are delivered and used in California

UCORP'S RESPONSIBILITIES

 Sales and Use Tax reporting

SPECIAL EVENT

▶ PROJECT DIRECTORS' RESPONSIBILITIES

 Gather all the information (anticipated revenue and expense)

 Complete Special Event Authorization and Summary Form

 <https://ucorp.sfsu.edu/sites/default/files/documents>

SPECIAL EVENT



The University Corporation, San Francisco State
 PO Box 320160
 San Francisco, CA 94132

SPECIAL EVENT AUTHORIZATION AND SUMMARY

This form must be completed for all events with costs exceeding \$1,500.

INSURANCE IS MANDATORY FOR ALL SPECIAL EVENTS FULLY OR PARTIALLY FUNDED BY UCorp.

DESCRIPTION OF EVENT

Ucorp Fund Number: Department:
 Event Title: Description:
 Primary Purpose of Event:
 Date: Starts At: Ends At:
 Location Name and Address:
 Anticipated Number of Attendees: Is this event a field trip?

ANTICIPATED REVENUE

Tickets for Attendance: Ticket Price:
 Raffle Tickets: Ticket Price:
 Auction:
 Donations:
 Other:

ANTICIPATED COSTS

Space Rental:
 Food & Drink:
 Transportation:
 Independent Contractors:
 Other:
 ANTICIPATED TOTAL: \$

RISK MANAGEMENT

Has insurance been secured? *****NOTE: VENDORS MUST PROVIDE PROOF OF INSURANCE.*****
 Have release forms been obtained?
 Will students or minors be invited?
 How will attendees arrive?
 Will the event involve...?
 Check all that apply:
 Non-SFSU students, faculty, staff
 Minors Ages:
 Fireworks
 Carnival rides, bouncy-houses
 Bands/musical entertainment/other
 Third party exhibitors/participants
 Third party concessionaires
 Alcohol served or sold

Attach a separate sheet including details concerning all checked items.

SPECIAL NOTE ON RAFFLES: Raffle proceeds must be reported to California's Attorney General each year. To ensure compliance and accuracy, a RAFFLE REPORT must be submitted to Ucorp within 5 working days of the fundraising event.

Project Director Approval _____ Date _____ AVP/Dean Approval _____ Date _____

Please attach a copy of this page to all event-related payment requests.

U Corp USE ONLY	
Net Gain(Cost)	0.00
Director, Finance & Administration	



SPECIAL EVENT

▶ PROJECT DIRECTORS' RESPONSIBILITIES



Form must be completed for all events with costs exceeding \$1,500



Insurance is mandatory for all special events fully or partially funded by UCorp

Reach out to Anthony Victoria avictori@sfsu.edu for questions about insurance



Form should be submitted to:

Ricardo Angeles

angelesr@sfsu.edu,

Shelby Zuo

zuo@sfsu.edu,

Anthony Victoria

avictori@sfsu.edu, and

Maggie Woo

maggiew@sfsu.edu

via DocuSign, sign and date by Project Director and AVP/Dean



Attach a copy of the signed form to all event-related payment requests

RAFFLE

▶ DEFINITION

Raffles are defined as a type of lottery in which prizes are awarded to people who pay for a chance to win.

Typically raffle tickets are sold and may also be given away. (door prize)

A winning ticket is drawn from all the entries

Source: <https://oag.ca.gov/charities/raffles>

RAFFLE

▶ PROJECT DIRECTORS' RESPONSIBILITIES

 Complete Raffle Report

 <https://ucorp.sfsu.edu/sites/default/files/documents>

 Form should be submitted to:

Ricardo Angeles

angelesr@sfsu.edu,

Shelby Zuo

zuo@sfsu.edu,

Anthony Victoria

avictori@sfsu.edu, and

Maggie Woo

maggiew@sfsu.edu

via DocuSign, sign and date by Project Director

RAFFLE



The University Corporation, San Francisco State
 1600 Holloway Avenue, ADM-361
 PO Box 320160
 San Francisco, CA 94132

RAFFLE REPORT

GENERAL INFORMATION

Ucorp Fund Number Department

Description/Title of Event

Location of Event

Date of Raffle

Beneficial Purpose

COST OF RAFFLE

Tickets/Ticket Printing

Prizes (Itemize)

Other Costs

TOTAL COSTS

REVENUE

Number of Tickets Sold

Price

Total Ticket Sales

Project Director _____

Date _____

Please submit this form with a copy of the related deposit transmittal/s to The University Corporation, SF State, attention to Eva Du edu@sfsu.edu & cc: Maggie Woo maggiew@sfsu.edu.

If you have any questions, please contact Maggie Woo maggiew@sfsu.edu.





RAFFLE

▶ PROJECT DIRECTORS' RESPONSIBILITIES

- 📎 Gather all the information for the raffle:
 - ➔ Date of Raffle
 - ➔ Beneficial (Philanthropic) Purpose
 - ➔ Cost of Raffle, including itemizing the descriptions and market value of prizes
 - ➔ Price of Raffle Ticket
 - ➔ Number of Ticket Sold

RAFFLE

▶ UCORP'S RESPONSIBILITIES

-  Gathering necessary information from Project Directors
-  Documenting and Analyzing data
-  Reporting Raffle activities on Form CT-NRP-2 to State of California Department of Justice
-  **NEW** As of 4/1/2023, the new Raffle Registration year will be calendar year (January 1 - December 31)

UNRELATED BUSINESS INCOME (UBI)

- 📎 UBI are funds generated from regularly-occurring activities not substantially related to an organization's exempt purpose
- 📎 **NEW** revenue account for UBI
580943 – Project Revenue – UBI





UNRELATED BUSINESS INCOME (UBI)

- ▶ Common examples of activities that may generate UBI:
 - 📎 Renting of personal property (e.g. UCorp owned furniture) to non-University users.
 - 📎 Sale of goods or services to non-University users. This may include the sale of computers, programming services, translation, printing, routine testing, and catering.
 - 📎 Advertising revenues

UNRELATED BUSINESS INCOME (UBI)




▶ PROJECT DIRECTORS' RESPONSIBILITIES

Notify UCorp for the followings:

-  when there is new or change in revenue stream
-  Sale of goods or services to non-University users
-  Amendments to the SPA (Special Project Agreement)
-  Sponsorship payment

UNRELATED BUSINESS INCOME (UBI)

▶ UCORP'S RESPONSIBILITIES

-  Gathering necessary information from Project Directors
-  Documenting and Analyzing for UBIT Determination
-  Reporting UBIT activities on IRS Form 990-T

FIXED ASSETS

▶ PROJECT DIRECTORS' RESPONSIBILITIES

 Walk through your fixed assets inventory

 Report lost or stolen

 Report relocation

 Retire equipment no longer in operations

FORMS FOR FIXED ASSETS



Project Director / Manager has the fiduciary responsibility to notify the Corporation of any substantive changes in an asset or its location.

- ▶ **EQUIPMENT LOST REPORT**
- ▶ <https://ucorp.sfsu.edu/sites/default/files/documents/equipment-loss-report-form.pdf>

- ▶ **FIXED ASSET DISPOSITION**
- ▶ <https://ucorp.sfsu.edu/sites/default/files/documents/fixed-asset-disposition-form.pdf>

- ▶ **FIXED ASSET RELOCATION OR TRANSFER FORM**
- ▶ <https://ucorp.sfsu.edu/sites/default/files/documents/fixed-asset-relocation-transfer-form.pdf>

UCORP WEBSITE

<https://ucorp.sfsu.edu/forms/accounting-and-procurement>

Accounting and Procurement

Accounting and Procurement Forms

Title	File Type
Account Validity Verification	PDF
CashNet eMarket New 'Store' Set-Up	PDF
Conflict of Interest Questionnaire for Project Accounts	PDF
Deposit Transmittal	PDF
<ul style="list-style-type: none">with Deposit Tally Sheet	PDF
Equipment Lost Report	PDF
Fixed Asset Disposition	PDF
Fixed Asset Relocation or Transfer Form	PDF
Fund Advance Request	PDF
Incoming Wire Transfer	PDF
Interim Requisition Form	PDF
PO Change/Finalization Request	PDF
Procurement Card Program Agreement	PDF
Sole Source Justification Form	PDF

Contact

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Office Hours

Monday through Friday 9 - 5

Quick Links

[Staff Programs \(Prorates\) | \(BS/IS\)](#)
[UCorp Online Credit Card Payments](#)
[Common Financial System \(CFS\) Login](#)
[Document Readers](#)



YEAR END PREPARATION
FISCAL YEAR ENDING
6/30/2023

Maggie Woo

YEAR END CUT OFF

- ▶ GOAL: TO RECONCILE RELATED PARTY RECEIVABLES AND PAYABLES AS OF JUNE 30, 2023

 Check Disbursement Cut Off: UCorp's last day for disbursing checks is **June 20, 2023**, Friday.

- ▶ All funds/checks your department receive close to year end must be deposited ASAP and before June 30, 2023.

 Plan at least 5 working days for invoice processing. (This can be longer at fiscal year end due to volume)

- ▶ If invoices we receive after **June 16, 2023**, we would not be able to process them on time to meet the check disbursement cut off.
- ▶ Rather, we would accrue these invoices (transactions related to FY 2022/2023) as related party payable / accrued expenses based on the nature of transactions.

 Let's plan ahead!

- ▶ Review your accounts early for billable / reimbursable transactions that incurred within current fiscal year (July 1, 2022 - June 30, 2023) and send invoices to UCorp for processing.
- ▶ Make every effort to forward invoices to UCorp by **June 16, 2023**, or earlier if possible.

 Reimbursed Release Time (RRT) and Salary/Benefit Reimbursements are covered in earlier slides by Ricardo.

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SPECIAL EVENT & RAFFLE

FIXED ASSETS & CASHNET