

**2007
2008**



**Office of the Treasurer
Student Union Government
Brandeis University
www.thetreasurer.org**

[QUIZ – QUESTIONS]

A short method of testing how much basic information you know as club leaders



This quiz contains total of 52 questions:

- 39 multiple-choice questions
- 13 true-of-false questions

This quiz is meant for your benefits.

Please complete this quiz and see how you perform.

**If you feel that you need further assistance and training,
please contact the Treasurer for one-on-one meeting.**



MULTIPLE CHOICES

- 1. What is the complete first name of the Student Union Treasurer?**
 - a. Choon Woo
 - b. Choon
- 2. What is the URL of the Treasurer's website?**
 - a. www.ILOVETREASURER.com
 - b. www.TREASURER.org
 - c. www.THETREASURER.org
 - d. www.THETREASURER.com
 - e. union.brandeis.edu
- 3. From when to when is a fiscal year?**
 - a. Jan. 1 ~ Dec. 31
 - b. 1st day of school ~ Commencement Day
 - c. June 30 ~ July 1
 - d. July 1 ~ June 30
- 4. How many Finance Board members are there in total?**
 - a. 5
 - b. 6
 - c. 7
 - d. 8
- 5. Who need to subscribe to *clubleaders* e-mailing list?**
 - a. Secured organization leaders
 - b. Chartered club leaders
 - c. Recognized club leaders
 - d. All of the above
- 6. What is SAF?**
 - a. Tuition Fees
 - b. Fund combined by tuition fees and fundraising funds
 - c. Secured Allocations Fund
 - d. Accumulation of 1% of tuition fees of all students
 - e. Accumulation of 1% of tuition fees of all undergraduate students
- 7. Which organization type does not receive funding from the F-Board?**
 - a. Recognized
 - b. Chartered
 - c. Secured
 - d. None of the above
- 8. What is the difference between recognized and chartered clubs?**
 - a. Chartered clubs get free invitations to special events
 - b. Sororities and fraternities can be recognized, but not chartered
 - c. Chartered clubs may request funding from the F-Board
 - d. Chartered clubs receive photocopy machine codes
 - e. All of the above



- 9. What do you do when you purchase equipment/materials with SAF?**
- E-mail the Treasurer, notifying of purchase
 - Call the vendor and say Brandeis is tax-exempt organization
 - Add equipment/materials on Property Tracker
 - Do nothing
- 10. How would you borrow cash boxes?**
- E-mail the Treasurer
 - Pay \$5-deposit
 - Go to the Union office, sign my name, take them, and return them as soon as possible
 - Fill out a form on the Treasurer's website
 - Ask the F-Board
- 11. How would you borrow other rental products beside cash boxes?**
- Go to the Union office, sign my name, take them, and return them as soon as possible
 - E-mail the Treasurer
 - Pay \$5-deposit
 - Ask the F-Board
 - Apply through the Treasurer's website
- 12. How many type(s) of accounts are there for secured and chartered organizations within the Student Union treasury system?**
- 1: F-Board Allocations Fund
 - 1: Fundraising Account
 - 2: F-Board Allocations Fund & Fundraising Account
 - 2: F-Board Allocations Fund & Senate Money Account
- 13. How many type(s) of accounts are there for recognized organizations within the Student Union treasury system?**
- 1: F-Board Allocations Fund
 - 1: Fundraising Account
 - 2: F-Board Allocations Fund & Fundraising Account
 - 2: F-Board Allocations Fund & Senate Money Account
- 14. Which account type has rollover system from semester to semester and year to year?**
- Finance Board Allocations Fund
 - Fundraising Account
 - None of the above
 - Both a) and b)
- 15. How often are budgets updated on the Treasurer's website?**
- Everyday
 - Twice a week
 - Once a week
 - Every 2 weeks
 - Once a month
- 16. How many off-campus bank accounts can organizations have?**
- 0
 - 1
 - 2
 - 3
 - Unlimited



- 17. When making deposits, to whom should checks and money orders be written out to?**
- a. Name of a club
 - b. Name of a club leader
 - c. "Student Union"
 - d. "Brandeis University"
 - e. Does not matter
- 18. For all money transactions, all clubs need to submit paperwork to the Student Union treasury system. Furthermore, all revenues need to be deposited into the Student Union treasury system. However, which is one exception?**
- a. Finance Board Allocations Fund
 - b. Money you raise from bake sales
 - c. Money you receive from donors
 - d. Money you receive from a specific department in other Universities
 - e. Money you receive from a specific department within Brandeis University
- 19. Who can deposit money into accounts?**
- a. Any club leaders
 - b. Only club leaders who signed Terms of Agreement
 - c. Any club member
 - d. All Brandeis students
 - e. Any human being
- 20. Who can withdraw money from accounts?**
- a. Any club leaders
 - b. Only club leaders that signed Terms of Agreement
 - c. Any club member
 - d. All Brandeis students
 - e. Any human being
- 21. What is the difference between Early & Regular Marathons?**
- a. More money is available in Early
 - b. Coming to Early affects my ability to receive money from Regular
 - c. Regular is for appeals of requests denied during Early
 - d. Time period in which money can be requested for
- 22. Which meeting do you have to go before requesting money if you plan to organize events on campus?**
- a. Meeting with Ed Callahan, Public Safety Director
 - b. Meeting with the Union President
 - c. One-Stop Meeting
 - d. Emergency Request Meeting
- 23. Circle all Student Union forms for FY 2007 – 2008.**
- a. Finance Form
 - b. Chargeline Form
 - c. Deposit Form
 - d. Withdrawal Form
 - e. Government Form



- 24. Circle all situations in which you need proof of payment.**
- a. To pay \$2000 to a vendor
 - b. To reimburse a club member for purchasing stuffs with his money
 - c. To get reimbursed for paying independent contractor
 - d. To receive loan
- 25. Circle all situations in which you need proof of cost.**
- a. To pay \$2000 to a vendor
 - b. To reimburse a club member for purchasing stuffs with his money
 - c. To get reimbursed for paying independent contractor
 - d. To receive loan
- 26. Which form is required when paying non-US citizen? (Assume that s/he is not in the Brandeis payment system and not a Brandeis member).**
- a. W-9
 - b. 990
 - c. W-4
 - d. W-8BEN
- 27. Effective FY 2007 ~ 2008, all checks will be cut by the Accounts & Payable Department unless checks are authorized as “emergency” by the Treasurer. If you have emergency check requests (you want a check to be cut really soon), what do you do?**
- a. E-mail the Treasurer
 - b. Go to AP department and beg
 - c. Apply through online
 - d. Write a note in Withdrawal Form
- 28. Up to how many dollars of sales taxes can be reimbursed if checks are cut by the Accounts & Payable?**
- a. 1
 - b. 5
 - c. 5% of all purchases
 - d. 10
 - e. None
 - f. All
- 29. Circle all documents needed for reimbursements of travels.**
- a. W-9
 - b. W-4
 - c. “990”
 - d. Printout of Mapquest or GoogleMap
 - e. Proof of attendance at the destination
 - f. Proof of travel
 - g. Deposit Form
 - h. Withdrawal Form
 - i. Proof of payment
 - j. Independent Consultant Agreement
 - k. Non-Employee Payment Request
 - l. Invoice
 - m. CORI Disclosure and Consent Form
 - n. CORI Disclosure and Authorization Form
 - o. W8BEN
 - p. Consultant Requisition Form
 - q. Grad Student Payment Form
 - r. PR-1



30. When you would like to make donations, what do you ask organizations that do not have W-9 forms?

- a. "Screw you"
- b. "Then we cannot pay you; make it up"
- c. "Could you send us your 990 form instead?"
- d. "Why do you not have your W-9?"

31. Circle all whom need to fill out CORI forms.

- a. Contractor who coaches twice a week for the entire semester
- b. Speaker who will only come to Brandeis once
- c. Speaker who will come to Brandeis every week as instructor
- d. One-time coaching
- e. DJ who will be on campus the entire day

32. How often do contractors need to fill out CORI forms?

- a. Once a semester
- b. Once a fiscal year
- c. Every time they render services
- d. Once in 5 years
- e. Once a lifetime

33. Circle all documents needed for paying independent contractors who are not Brandeis members (assume US citizen, ongoing relationships, getting paid more than \$1,500 in a fiscal year).

- a. W-9
- b. W-4
- c. "990"
- d. Printout of Mapquest or GoogleMap
- e. Proof of attendance at the destination
- f. Proof of travel
- g. Deposit Form
- h. Withdrawal Form
- i. Proof of payment
- j. Independent Consultant Agreement
- k. Non-Employee Payment Request
- l. Invoice
- m. CORI Disclosure and Consent Form
- n. CORI Disclosure and Authorization Form
- o. W8BEN
- p. Consultant Requisition Form
- q. Grad Student Payment Form
- r. PR-1



34. Circle all documents needed for paying independent contractors who are Brandeis students.

- a. W-9
- b. W-4
- c. "990"
- d. Printout of Mapquest or GoogleMap
- e. Proof of attendance at the destination
- f. Proof of travel
- g. Deposit Form
- h. Withdrawal Form
- i. Proof of payment
- j. Independent Consultant Agreement
- k. Non-Employee Payment Request
- l. Invoice
- m. CORI Disclosure and Consent Form
- n. CORI Disclosure and Authorization Form
- o. W8BEN
- p. Consultant Requisition Form
- q. Grad Student Payment Form
- r. PR-1

35. Circle all documents needed for paying independent contractors who are Brandeis staff/faculty members.

- a. W-9
- b. W-4
- c. "990"
- d. Printout of Mapquest or GoogleMap
- e. Proof of attendance at the destination
- f. Proof of travel
- g. Deposit Form
- h. Withdrawal Form
- i. Proof of payment
- j. Independent Consultant Agreement
- k. Non-Employee Payment Request
- l. Invoice
- m. CORI Disclosure and Consent Form
- n. CORI Disclosure and Authorization Form
- o. W8BEN
- p. Consultant Requisition Form
- q. Grad Student Payment Form
- r. PR-1

36. Circle all information needed in invoices.

- a. Club's history and other relevant information
- b. Date invoice was created
- c. Invoice number
- d. Name(s) of consultant(s)
- e. Specific date(s) services rendered
- f. Purpose of services
- g. Contact information of contractor(s)
- h. Rate per date/session
- i. Total amount to be paid
- j. Income verification of contractor(s)



37. Which clubs can apply for loans?

- a. Recognized
- b. Chartered
- c. Secured
- d. Only Chartered and Secured
- e. All clubs and departments within Brandeis University
- f. All undergraduate clubs and organizations (recognized, chartered, secured)

38. What's the interest rate on loans?

- a. 5% per annum
- b. 1% per annum
- c. Variable interest rate
- d. None

39. What is the office hours of the Treasurer used for? Circle all that apply.

- a. Formal meeting
- b. Transaction for P-Card and debit card
- c. Requests for Loans
- d. Any finance-related questions



TRUE or FALSE

1. Club X was allocated \$500 on 3 items on a grant system. Club X can spend money in any ways it wishes to as long as money is spent on 3 items approved by the F-Board.
2. Club Y requested pizzas and sodas for total of \$400. Club Y received \$300 for pizzas and \$100 for sodas. Club Y ended up spending only \$250 for pizzas; thus, the remaining \$50 can be spent on sodas.
3. Club B was allocated \$200 for a visiting speaker's honorarium. Club B can pay the speaker with members' money and have them reimbursed.
4. All taxes can be reimbursed.
5. I can submit photocopies of receipts.
6. Chargelines are special codes for the University to identify outside vendors.
7. Club D needs \$1000 for a DJ, but was only allocated \$600 from the F-Board. It plans to pay the remaining \$400 with its own money directly to the DJ. This is allowed.
8. Club F received \$500 from Hillel. That money should be deposited to the Student Union treasury system; furthermore, all money transactions regarding that \$500 have to go through the Union treasury system.
9. Club Z received \$500 from donors outside the University. That money should be deposited to the Student Union treasury system; furthermore, all money transactions regarding that \$500 have to go through the Union treasury system.
10. Club H comes to Emergency Request meeting and requests funds for everything required for an event in 3 days. Club H knew about the event a few months ago. The F-Board can make an exception because Club H is a hard-working club.
11. Early Marathon funding requests occur at the beginning of each semester, for money to be spent for the following semester.
12. Regular Marathon funding requests occur at the beginning of each semester, for money to be spent during the same semester.
13. Any one-time purchase of over \$1499.99 must go through the University (the University writes a check).