



Accounting for Charity



About the “Accounting For Charity” Award

In today’s world, businesses that thrive are expected to demonstrate social responsibility, and many give back to their community. Therefore, while in pursuit of their career and development, future rising business leaders should not forget about giving back to others. The Student Accounting Society (SAS) is dedicated to promoting growth, leadership, and networking events for students, as well as giving back through community service and other charitable events. SAS recognizes that many other student business organizations do the same and would like to provide an opportunity for recognition of your efforts. SAS’s goal is to provide an open, accurate and timely picture of your organization’s performance over the last year.

The “Accounting for Charity” award is dedicated to accomplishing *two* objectives:

1. To give accounting students the opportunity to work with other student organizations and practice skills such as: observing limited audit procedures, working with “clients”, using time-management , delegating, gathering evidence, and reporting financial positions of business organizations.

But more importantly...

2. **To recognize outstanding student organizations within the College of Business that have given back, through community service events, fundraisers, mentoring or tutoring, or any other charitable service or event.**

Any student organization recognized by the Associated Business Student Council may be eligible for this award by printing and completing the “Letter of Engagement” and turning it into Christine Probett in the Business Advising Center by 5pm on Monday *March 3rd, 2014*. After completion of the letter of engagement, appointed members of the SAS Audit Committee will be in touch with your organization throughout the semester to obtain limited records and information regarding the number of events, amount of money raised per person, the types of charities associated with, control procedures, and goals for the future (please see scoring rubric for details). Receipts, calendars, emails, and any other physical evidence from August 2013 to March 5th, 2014 can be used.

After evidence is gathered, and each participating organization is scored according to the rubric, a brief auditing statement will be released to all organizations in March 2014. This will be the deadline for determining the winner, which will be determined by the SAS Audit Committee and announced at the Business Achievement Awards on April 29, 2014.



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Letter of Engagement

This letter will serve as a contract between the student business organization, _____ and the Student Accounting Society Audit Committee, both entities under the Associated Business Student Council at San Diego State University. This letter gives appointed members of the Student Accounting Society Audit Committee consent to contact named representatives in your organization for the purposes of gathering information and evidence to be used alongside the scoring rubric to determine a winner for the “Accounting for Charity” award. Please feel in all fields completely and turn in the completed form to Christine Probett in the Business Advising Center (EBA 448) by 5pm on March 3rd.

Name of Organization: _____

Contact for Audit Committee

Name: _____
 Phone: _____
 Email: _____

VP of Finance/Treasurer (if different)

Name: _____
 Phone: _____
 Email: _____

Number of members last semester (approximately): _____

Is your organization an NFP (Not-for –Profit)? Yes/No

By completing and submitting this agreement, you agree to be eligible for the “Accounting for Charity” award, to maintain contact with the SAS representatives on the Audit Committee and to provide relevant information in a timely manner. In addition, the Student Accounting Society promises to raise money in the fall semester for the charity of your choice if you win the award. Please sign and date below.

 Signature of authorized officer of the above listed organization Date

 Title of organization representative Name of charity to be recognized



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Scoring Rubric

Organization Name:	Total number of Active members (at date of scoring):	Date:
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Categories	Criteria and Calculations	Score	Comments		
Amount Raised:	Total dollar amount raised for charity by organization divided by the number of active members, rounded to two decimal places.				
Community Service Hours:	Total number of community service hours provided by the organization divided by the number of active members and then multiplied by 10, rounded to two decimal places.				
Percentage of Participation:	Number of members who contributed to community service hours divided by the total number of members, multiplied by 10, rounded to two decimal places				
Number of Charitable Events:	1 point for each planned community service, fundraising, or other charitable event.				
Time Spent Mentoring or Tutoring:	Total number of hours spent on mentoring/tutoring, divided by total number of members, rounded two decimal places.				
Control Procedures: On a scale of 1 to 5, 1 - not good, 2 - needs work, 3 - adequate, 4 - controls or Separation of Duties, 5 - both	How well does the organization control how cash is collected? Are there proper controls in place to minimize cash handling? Is there proper separation of duties (SoD) between collecting and recording? Multiply score by 2.		Suggestions for control procedures listed on back along with follow up of whether recommendations were followed		
Level of Improvement: Add 1 point for Separation of Duties, 1 point for Controls, and 1 point for improvement in control procedures	If any suggestions were given by Audit Committee members as to improving controls for receipt of donations or other funds, were the suggested recommendations followed? Add up to 3 points here for improvement in control effectiveness.				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">SAS Audit Committee member #1:</td> <td rowspan="2" style="width: 10%; text-align: center;">TOTAL:</td> </tr> <tr> <td>SAS Audit Committee member #2:</td> </tr> </table>		SAS Audit Committee member #1:		TOTAL:	SAS Audit Committee member #2:
SAS Audit Committee member #1:	TOTAL:				
SAS Audit Committee member #2:					



Please attach copies of all documents provided for the purpose of scoring to this form.