



A. Receipt Book Standing Order

E-receipt books are issued via email by the SMUSA Deputy Finance Secretary to requesting club and CBd Finance Secretaries.

Please email the following details to a.finance@sa.smu.edu.sg at least 5 WORKING DAYS before your collection:

- Template A – Money Collection and Receipt Request Form

Please follow the procedure listed below to obtain the forms above:

Step 1: Navigate to the Standing Orders & Guidelines page on SMUSA's webpage. Alternatively, you may click on this link: <https://www.smusa.sg/standing-orders-and-guidelines>.

Step 2: Scroll to the Finance section and click on SMUSA Financial Forms. This should lead you to a OneDrive where you can find the above form – Template A – Money Collection and Receipt Request Form.

Things to Note:

1. SMUSA Finance Department holds the right to **not entertain** any request for receipt book loan **not submitted** at least 5 working days in advance.
2. All receipt details need to be typed and attached when returning the receipt book
3. The SMUSA Receipt Books should only be **requested and collected by the CBd/CCA FINSECs or President**, subjected to extraordinary exceptions.
4. The SMUSA receipt books are considered highly sensitive financial documents. All clubs/societies must pay their due diligence to ensure that the integrity of the SMUSA receipt books is not compromised in any way.
5. The maximum loan period for a receipt book is **4 months** from the date of loan.
6. If in any case, it is found that any club/society is found to be inappropriately issuing out the official SMUSA receipts, the person and club/society will be severely dealt with **according to the penalty system highlighted in B**. **Please follow the procedure list below during your return:**

Step 1: During/after fee collection, do fill up the SMUSA Official E-Receipts (which will be sent via email by the SMUSA Deputy Finance Secretary upon approval of Receipt Book Loan) with the details for each recipient (you would have to duplicate it to send it to your payees).

Step 2: When you have finished collecting the fees, you have to submit Annex N (Receipts Recording Form) and all E-Receipts (which should be tallied with Annex N), preferably in a zipped file. You can retrieve

Annex N from the same link you retrieved the Template A – Money Collection and Receipt Request Form. Alternatively, you may use the link below: [SMUSA Finance Forms \(as of 2023\)](#)

Filling in the receipt:

All blank fields of the receipt **MUST** be filled in the following format shown below.

	OFFICIAL E-RECEIPT
	State clearly Club Code and Receipt No. -> No: Eg. SAC101-23-01
	Date: DD/MM/YYYY
Received from: <u>Full Name Of Payer</u>	
The sum of dollars: <u>Twenty Dollars Only</u>	
Being payment of: <u>Item Name/ Merchandise Name (Project/Event Name)</u>	
S\$ 20.00	SMU STUDENTS' ASSOCIATION COUNCIL
Cash/Cheque No.	By: <u>Name Of Issuer</u>
Inclusive of GST: (\$1.48)	
<small>*For help to calculate GST backwards, visit https://gstcalculator.net/gst-calculator-singapore/</small>	
<small>81 Victoria Street Singapore 188065</small>	<small>Singapore Management University GST Reg. No: 200000267Z</small>

B. Penalty System

The following violations of the standing order will be considered a strike:

1. Requests that are submitted less than 5 working days in advance before the intended usage time.
2. Template A – Money Collection and Receipt Request Form is not submitted, or is submitted with incomplete information, during the collection of receipt books.
3. Annex N, together with a photocopy of the revenue receipt (only for clubs and CBds under SMUSA) is not submitted during the return of receipt books.
4. Annex N does not reflect accurately the receipts issued for the event, and the total revenue.
5. The requested receipt books are used for more than one event in one loan.
6. Receipts are not filled up strictly in the format shown above.
7. Annex N is not returned within 2 weeks after the event is completed.

The Receipt Books Standing Order will adhere to one 1 ban cycle of 1st January to 31st December of the ensuing year.

The strike system is as follows:

	Penalty	Duration
Strike 1	The strike committed by the club/CBd will be noted down by the SMUSA Finance Department for future reference. A warning email will be sent to the Club/CBd.	With immediate effect.
Strike 2	The Club/CBd will be imposed a fine of \$20 and it will be deducted from the Club/CBd's CA within 3 working days.	With immediate effect.
Strike 3	The Club/CBd will be imposed a fine of \$25 and it will be deducted from the Club/CBd's CA within 3 working days.	With immediate effect.

For clubs who exceed 3 strikes, their offences will be brought up to OSL / respective School Admin for further investigation.

For any queries regarding collection/return of SMUSA receipt books, please email us at: a.finance@sa.smu.edu.sg.

SMU Classification: Restricted

Proposal for Collection of Monies Updated: 1 May 2022

Template A: Money Collection and Receipt Request Form

(Section 1: For CBd/Club Manager's Review)

IMPORTANT:

1. Please ensure you have read and understood the SOP for Collection and Depositing of Monies and SMUSA Receipt Book Guidelines before filling up this template.

2. CBd/Clubs are **NOT** allowed to start any form of collection without the approval of their respective CBd/club managers.

Name of CBd/Club:

What is this collection for (include event name and description):

What is the targeted amount to collect: \$

When will this set of money be expended/utilised?	
Month	Year
<input type="text"/>	<input type="text"/>

How many round[s] of collection does the CBd/club intend to have:

Please indicate the date[s] of collection	
<i>*Note: Date of Collection will also be the Date of Deposit</i>	
No. of Round	Date
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

1

SMU Classification: Restricted

Proposal for Collection of Monies Updated: 1 May 2022

This proposal is:

Prepared by: <i>* CBd/Club's HFS</i> Sign: <input style="width: 90%;" type="text"/>	Verified by: <i>* CBd/Club's President/Vice-President</i> Sign: <input style="width: 90%;" type="text"/>
Name: <input style="width: 90%;" type="text"/>	Name: <input style="width: 90%;" type="text"/>
EXCO Position: <input style="width: 90%;" type="text"/>	EXCO Position: <input style="width: 90%;" type="text"/>
Date: <input style="width: 90%;" type="text"/>	Date: <input style="width: 90%;" type="text"/>

For CBd/Club Manager:

Comments to the CBd/Club:

By signing this form, I approve of the proposal.

CBd/Club Manager [Signature]	
CBd/Club Manager [Name]	
Date	

(Section 2: For SMUSA's Review)

IMPORTANT:

In compliance with the Standing Orders, SMUSA will be loaning the e-receipts forms to the CBd/club for the collection of money upon the approval of the respective club's manager. CBd/Club will agree to abide by the following terms upon receiving the e-receipts forms.

I _____ ** CBd/Club's HFS full name* understand that I will be collecting the e-receipts forms from SMUSA's HFS Deputy and will undertake all the rights and obligations concerning the e-receipt forms listed, including that the e-receipts forms shall not be shared or used outside of the stipulated event above. I do understand and acknowledge SMUSA has the prevailing ownership and authority over the usage of the e-receipt forms and will return the issued e-receipt forms together with the completed Annex N before _____ **indicate expected date of return*

2