

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

PROCEDURE NO. 3281

TITLE: BUSINESS PROCEDURES FOR STUDENT ACTIVITIES

BASED ON POLICY: 3.28 STUDENT ACTIVITIES

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR ACADEMIC
AFFAIRS AND STUDENT SERVICES/
CONTROLLER

I. Purpose:

To provide procedures for accounting for money related to student organizations and activities

II. Procedure:

- A. Each club treasurer or club advisor must maintain accurate financial records and should reconcile club records with the records maintained by the College.
- B. Budgets for expenditure of student activity fee collections should be established by a committee comprised of a minimum of 50% students. This money will be placed into Fund 2 Restricted accounts with the club's name.
- C. Moneys raised by clubs through fundraising activities are deposited into Fund 6 custody accounts with the club's name. Fundraising activities should be coordinated through the dean, student services. Fundraising by student clubs will need the approval of the SFSC Foundation and the president.
- D. All revenues generated from the activities of a student club or organization must be deposited with a SFSC cashier by the close of the next business day.
- E. Clubs must follow the College purchasing Procedure 4040 so that appropriate items are purchased in an economical manner. All requests for expenditure of funds must be approved by the club advisor and the coordinator, student activities. Additional signatures and alternate signatures would follow the normal processes established in the purchasing procedure.
- F. All expenditures of funds shall be in accordance with College policies and procedures and shall be for the benefit of the purposes of the organization and its students.

- G. At the end of the fiscal year or termination of the club, any remaining Fund 2 restricted student activity funds will revert to the Student Government Budget Committee for reallocation. Funds held in custody (Fund 6) from past fundraising remain available for clubs to spend until club termination.

- H. An authorized College club whose financial accounts have had no deposits or withdrawals for a period of two full fiscal years and has no sponsor or current membership may be discontinued by approval of the Student Government Association and the president. Any funds remaining on deposit will be transferred to the SFSC general scholarship fund with the SFSC Foundation, Inc.

HISTORY: Last Revised: 4/27/20

Adopted: 8/27/84

Reviewed: 4/12/12, 5/15/15

Revised: 1/21/02, 7/19/05, 7/15/08, 4/27/20