

EvCC6206P: STUDENT CLUBS FINANCIAL PROCEDURE

Original Date: April 17, 2012

Policy Contact: Executive Vice President of Instruction & Student Services

PURPOSE

The following procedure is established to meet the state accounting requirements.

PROCEDURE

Clubs at Everett Community College may have to handle money and finances. This procedure designates how to properly manage funds for clubs.

REVENUE

All club revenue from ticket sales, food sales and any other fund raiser must be turned in to the EvCC Student Activities Office the same day the funds are received. If an event is held during non-business hours, the revenue must be kept by the club advisor in a locked, secure area and turned in to the Student Activities Office within 4 hours of the start of the next business day. All transactions will be recorded with proper receipts. Student Activities will deposit funds with the Cashier's Office.

PURCHASES/ EXPENDITURES

All club purchases and expenditures must be approved before the expense is made. Any expenditures made without approval from Student Activities, will not be reimbursed.

CARRY-FORWARD FUNDS

At the end of the academic year, fundraised monies in excess of the club's revenue requirement remaining in a club's budget may be carried over to the subsequent year.

DONATIONS TO CHARITABLE GROUPS

Occasionally, student clubs are interested in organizing fundraisers for the express purpose of providing a donation to a charitable organization. Due to the constitutional prohibition of gifting public funds, the club would not be allowed to use money from their club account for the following, (but not limited to): seed money, advertising, purchases or to make a donation. However, to support the goals of the club, club officers may make arrangements with Student Activities and Administrative Services to conduct the fundraiser within state and college guidelines.

RELIGIOUS AND POLITICAL ORGANIZATIONS

All Everett Community College clubs are invited to apply for funding, including religious and political organizations; however, due to federal and state constitutional requirements, EvCC is not allowed to fund any activity which involves religious worship, exercise or instruction. In addition, student funds may be used to support certain political activities if done by the recognized EvCC Student Government Association.

RELEVANT LAWS AND OTHER RESOURCES

[RCW 28B.15.041](#)

[WAC 131-12-050](#)

[WAC 131-12-060](#)

[RCW 28B.15.045](#)

[RCW 28B.50.140](#)

[SBCTC Policy Manual Chapter 3: Student Services](#)

REVISION HISTORY

Original - April 17, 2012

APPROVED BY

President's Staff