Budget Guidelines

2016-2017

Student Life
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Services & Activities Fees (S&A Fees)

The Services and Activities Fee (S&A Fee) is collected through Enrollment Services at the time tuition is paid. The fee goes to many different things on campus related to student life. The maximum amount a college can charge a student is determined by the State Legislature in Olympia and the Grays Harbor College Board of Education determines how much under this amount it will charge students each year.

The amount of the S&A fee is approximately $107 per Full Time Equivalent student (FTE). The S&A Budget Committee recommends annual allocations for ASGHC programs and services and regulates these funds. The S&A Fee is considered state dollars so club funds are state dollars. State dollars need to be used responsibly and follow all federal, state, and local rules governing this money.

Each spring all Clubs & Organizations can fill out a Services & Activities Budget Request and subsequently present and defend the request in front of the S&A Budget Committee.

Club Funding Process

Once a club is officially recognized by the ASGHC, they are eligible to receive a certain amount in seed money. For additional monies the club must present a budget request to the ASGHC. Please note that all club funds must be processed through the Associated Students of Grays Harbor College. Clubs are NOT allowed to maintain off-campus bank accounts. Club seed money not used in the current school year will not be available after June 30th of the recognizing year. Non-seed money (money that was fundraised) will still be available. Active clubs that would like additional funding have a few options available to them:

1. The club may organize fundraising events or activities. See "Fundraising" in this handbook for additional information
2. The club may seek out another club/program or college department to co-sponsor their event or activity.
3. Clubs may request funding from the ASGHC Contingency Fund by submitting a proposal to the Executive Board.

Spending Club Money

It is important to remember that all club budgets are state dollars and are subject to college and state policies.

1. The Club Treasurer and Director of Student Life or his/her designee must approve all expenditures before money is committed.
2. All funds generated by club activities must be turned in to the cashier's office within 24 hours and will be deposited into the club account. – There is a 24 hour drop box in the HUB
3. Request for checks for activities should be made at least 2 weeks in advance.
4. Items purchased with S&A funds are property of GHC. Personal use of these items outside of club or ASGHC related activities is not allowed. If a club's recognition status is revoked, supplies and equipment must be returned to the Office of Student Life.
5. When planning an event, clubs should be aware of ADA accommodations. If ADA accommodations are needed, this will be the clubs responsibility to make these arrangements and pay for them during an event.

6. In order to provide adequate security for social functions sponsored by students, the Vice President for Student Services or Director of Safety and Security may require the following:
    a. The hiring of at least one police officer with arrest authority who will be in attendance at the function until the end of the event.
    b. Payment of the police officer(s) will be made by the sponsoring organization.
    c. The club advisor and at least one other College official will be in attendance throughout the event.

Different Club Funds: 522, 570 & 840

522 - Associated Students Accounts for revenues and expenditures associated with officially approved Student Life. 522 accounts do not roll over every year. Clubs request money each spring for the next year. At the end of the fiscal year (July 1) all budgets are zeroed and any remaining balance is put into your Building Fund for student space in the new building.

570 - Auxiliary Enterprises Self-sustaining activities that are not related to the educational mission of the college. This includes community themed events, or those cultural or recreational in nature, such as fundraising, concerts, bands, seminars, sports camps, etc. 570 accounts roll over each year.

840 - Agency off campus fundraised real money to be donated to a non-profit organization. You may donate the money in this account to local service agencies. In order to put money into this account, you cannot use campus or state resources when raising funds for this account. Your off campus, 840 account, does roll over and is never zeroed. **840 accounts should be zeroed out at the end of year.**522 monies cannot be put into your 840 account.

Reimbursement

Grays Harbor College strongly discourages reimbursing personal funds spent by an advisor or a student for club/program expenditures. This is because: 1) the item must be pre-approved by the Director of Student Life; 2) the purchaser may have to wait longer for the reimbursement than they expected. If a student or advisor makes a pre-authorized expenditure, they must provide receipts in order to be reimbursed. Please note there is a $50.00 maximum for reimbursements.

Purchasing Food with S&A Funds

Purchasing food with S&A funds (club money) is not allowed unless the Director of Student Life grants specific permission. Clubs (and other S&A funded programs) may not purchase food for regular meetings with S&A funds. Refreshments may be purchased and served at special meetings (meetings that otherwise could not be held at any other time, other than a regular meal hour) or events open to the general student population. Clubs/programs may serve food at large events, such as BBQ’s, if the event is open and publicized to all Grays Harbor College students. Depending on the type of food additional permits may be necessary. At a minimum food servers must carry a Food Handler’s Permit.

Process for Using Club Funds

1. Complete appropriate purchasing form:
   - To use the GHC credit card for supplies: Fill out the Credit Card Request Form
   - To pay a performer or speaker: Complete a Performance Agreement for Contract Services, A-19 and a W-9
   - All other purchases (any time a check is needed, reimbursement, etc.): Fill out an A-19.
   - Forms can be found online at ghc.edu/studentlifeforms or in the Student Life Office.

2. Return completed forms to the Director of Student Life or the Student Life Specialist to process completed paperwork.

3. The Office of Student Life will purchase the item(s) from the vendor and/or mails out the contract. KEEPING ALL ORIGINAL RECEIPTS AND PAPERWORK.

Fundraising at Grays Harbor College

The Grays Harbor College Financial Code, Office of Student Life, and the State of Washington mandate that certain procedures be followed for record keeping and accountability. Any Grays Harbor College program or ASGHC recognized club supported by S&A dollars engaging in fundraising must comply with the Office of Student Life Fundraising policies. All of these policies and procedures as well as authorization forms are available in the Office of Student Life, HUB 171.

The Office of Student Life developed these processes and forms based on certain types of fundraisers. However, we realize that some programs or clubs may need to develop their own specific fundraising procedures. Programs may do so with the review and permission of the Office of Student Life and the Business Office.

Fundraisers:
- Bake Sale: Use the Revenue Record Sheet & Deposit Form
- Sale/ Tangible items(s) or Service(s): Use the Revenue Record Sheet & Deposit Form
- Event or Performance: Use two-part numbered tickets and the Revenue Record Sheet & Deposit Form

IMPORTANT Before any program or club generates revenue through a fundraising activity, it must complete and submit the Fundraising Request Form **at least two weeks prior** to the fundraising activity. Clubs must have an Office of Student Life approved system that tracks and documents all aspects of revenue collection. If a program or club does not abide by these instructions and policies, it could face delay or denial of future fundraising authorization. If you need a cash box and petty cash at the beginning of your fundraiser, request this on your Fundraising Request Form.
**Clubs/programs cannot use S&A funds to raise money for outside organizations.

It is a state law that revenue generated by a fundraising event **must be deposited within 24 business hours of receipt of revenue.** If a program or club's event or activity is after business hours, clubs/programs must secure funds on campus and then make the deposit the next business day. Money raised from fundraising and donations will be available after ten (10) working days of a request to spend the funds. This allows time for the Accounts Payable office to issue a check.

**Donated funds, if given for a specific activity may only be used for that specific activity.

IMPORTANT When doing a fundraiser make sure that you receive the appropriate fundraising authorization and supplemental forms which must be completed and handed in. We have to have these forms before any fundraising activity occurs, and we must keep careful records of all revenue collection.

Detailed Fundraising Descriptions

Event or Performance Fundraising Procedures and Instructions When holding an event or performance such as a dance, dinner, play, dance production or musical concern for which admission is charged, a program should abide by the ticketing procedure and the donations procedure, if necessary. Community dinners, such as spaghetti feeds, have been successful in our community for raising money. Dances and other performance events can be successful and fulfilling club events, but they are difficult to raise revenue over the cost of production. However, if it's a worthwhile event for your club or organization you should pursue it.

Sale – Bake sales are easy and popular fundraisers for student club and organizations. The Event Check list form and the fundraising request form for the bake sale should be turned in THREE WEEKS in advance. The Office of Student Life will not allow two bake sales or similar fundraisers to happen on the same date.

1. Please fill out a fundraising request form and clear the date with the Office of Student Life and then fill out a facility use form with the office of scheduling.
2. Your program will need to keep track of the sale of baked goods. The revenue log sheet must be used during the sale. Using a log, list the sale price of each baked item. Keep good records of all sales and reconciliation.
3. If you need petty cash, complete a petty cash request form a two weeks in advance in order to get all of the needed signatures. Petty cash is considered a "loan". At the end of the sale the petty cash must be deducted from the bake sale's total revenue and returned to the Cashier's office in the original pouch.
4. At the conclusion of the bake sale, reconcile all money with your Advisor or the Student Life Office. After the bake sale has been reconciled and witnessed by an advisor or the Student Life Office, take the revenue and the petty cash (which need to be deposited separately), and a copy of the revenue log sheet to the business office.

Sale - Service/Tangible Items When selling tangible items (such as t-shirts, candy, flowers, literary magazines, concessions, mugs, artwork) or services (advertising, car wash, and gardening) complete a revenue log for tracking the distribution of these items. Receipts for all revenue collected must also accompany each deposit. Make all deposit verifications through the Office of Student Life and provide a revenue log and/or receipts for each deposit. Students have been successful selling all kinds of items and services in the past. If you can think of something people will want, it will probably sell. Items and services that have sold in the past: massages, car washes, holiday wreathes, flowers and mugs.

Auctions can be a great way to raise large amounts of money. This is especially true if the program or club auction items or services are donated from individuals or organizations. However, it must be verified that soliciting donations does not conflict with a GHC Foundation fundraising or donation drives. Contact the Office of Student Life to help ensure there are no conflicts. Please be sure to follow the rules regarding soliciting donations when planning an auction.

Consider the following when planning and holding an auction:

1. Receipts must be given to any individual or organization that donates items or services. If a tax ID number is requested by the donor, please contact the Office of Student Life for that information. The receipt must include the following information: date, name of organization or service, item/service description or cash amount, estimated value of item(s), name of program/club representative who received the actual donation. Receipt books can be found in the Office of Student Life or in the Business Office.
2. All donations must be kept in a secure location by the advisor. All cash donations need to be deposited within 24 hours of receipt.
3. One business day prior to the fundraiser, all donated items/services receipts must be on file with the Office of Student Life.
4. If you are reselling the donation, such as at an auction, a receipt of purchase must be issued to the individual who buys the items/services.
5. Any items or services not sold or used need to be documented, and kept in a secure place by the program/club advisor.

Other While the fundraisers identified have procedures in place, this does not preclude a program/club having a fundraiser that does not have a process in place. Please come by the Office of Student Life for assistance and direction in following procedures and forms for a fundraiser that qualifies as "other".

Sale – Raffle (GHC cannot have any raffles or gambling activities, effective 6.17.15)

Ticketing Procedure You may be selling tickets for a fundraiser or to help pay for the cost of an event. The Office of Student Life recommends using Microsoft Publisher templates for creating tickets. You can get help creating tickets in the Media Lab in the library or by asking for help in the Office of Student Life. If you are unsure of how to manage the ticketing process or how to make suitable tickets, please make an appointment with the Director of Student Life. Below are the guidelines for tickets:

- You will need a **ticket log** to help you keep track of who has which ticket numbers, as well as how many tickets are sold and unsold. You will also need to keep an **expense log** for event expenses.
- Each seller will need a log of ticket sales or will need receipts. (Receipt books can be found in the Student Life Office.)
- Programs/clubs must be pre-approved before any fundraiser is authorized.
- All revenue must be deposited on a daily basis. Please follow guidelines for handling revenue.
- All sold/unsold tickets must be reconciled at the end of sales.

***TIP:** For ease of distribution and reconciliation, it is essential that tickets priced differently are colored differently or the number sequences should be specified for presale v. door sales. It is also helpful to have the performance/event date printed on the ticket.

Donations Many clubs and programs will seek donations outside of the college in order to help offset the cost of the fundraiser or for an event. It must be verified that soliciting donations does not conflict with any GHC Foundation fundraising or donation drives. Contact the Office of Student Life to help ensure there are no conflicts.

Upon the conclusion of the fundraiser, within one business day, all revenue and receipts need to be brought to the Office of Student Life for verification and deposit.

Cash Handling Rules & Tips

Deposit Rules All money generated through an event has to be reconciled and deposited through the GHC Business Office. An advisor or the Director of Student Life is required to witness and approve the reconciliation and deposit.

Petty Cash If an activity needs to provide change, the Business Office can issue a fund. $25 can be picked-up from the Business Office on the day of the event. Petty cash is considered a temporary “loan” of change and must be deducted from funds raised. Paperwork for petty cash needs to be filled out at least one week in advance and requires the approval of the Director of Student Life. After the revenue has been reconciled the petty cash needs to be deposited. Petty cash needs to be deposited separately from revenue and it should be clearly marked on the deposit form that you are returning petty cash.