

GRAYS HARBOR COLLEGE
Administrative Procedure

Subject: FINANCIAL PROCEDURE FOR THE ASSOCIATED STUDENTS OF GRAYS HARBOR COLLEGE **Page 1 of 12**

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Grays Harbor College has established the Associated Students of Grays Harbor College 522 account into which shall be placed fees and revenues received by the College in connection with the Associated Students of Grays Harbor College.

The service and activities fees and other revenues collected by Grays Harbor College are for the benefit of the entire student body. The Board of Trustees has authorized these funds to be used for the purpose of financing the various programs of the associated students. Separate accounts shall be kept for each student activity or program. Such funds are considered state funds subject to budgetary, purchasing, and audit provisions of law in compliance with the laws of the state of Washington.

Disbursements shall be made by check signed by the President of the Community College or his designee appointed in writing. The President and the Designated College Business Officer of Grays Harbor College sign all College checks.

These Guidelines are part of the administrative procedures of Community College District No. 2 for the purpose of properly maintaining public funds.

ARTICLE I
PURPOSE

The purpose of these Guidelines is to carry out the provisions indicated in the preceding introduction. It is intended to provide guidance concerning the effective administration of the student activities program.

ARTICLE II
DEFINITIONS

As used in these Financial Guidelines, the following words and phrases shall mean:

1. **“Advisor”** is that staff member who has account responsibility for a particular club or organization.
2. **“ASGHC”** is the Associated Students of Grays Harbor College.
3. **“ASGHC Student Council”** is the representative governing body for students at Grays Harbor College as recognized by the Board of Trustees.
4. **“Board”** is the Board of Trustees of Community College District No. 2, State of Washington.
5. **“College”** is Grays Harbor College located within Community College District No. 2.

6. **“College Facilities”** means and includes any or all real and personal property owned, rented or operated by the College and shall include all buildings and fixtures.
7. **“Athletic Director”** is that person whose responsibilities include the management of intercollegiate athletics.
8. **“Coordinator of Student Programs Activities”** is that person whose responsibilities include the management of student activities accounts.
9. **“District”** means Community College District No. 2, State of Washington.
10. **“Fiscal Year”** is that calendar period from July 1 through June 30.
11. **“Funded”** means those organizations who receive subsidy from the ASGHC.
12. **“Non-funded”** means those organizations that are not subsidized from the ASGHC Student Council.
13. **“President”** means the duly appointed chief executive officer of Community College District No. 2, State of Washington or designee.
14. **“Designated College Business Officer”** means the individual responsible for the College’s accounting system in accordance with the State of Washington prescribed standards and procedures.
15. **“Services and Activities Fees”** (S & A fees) means fees, other than general tuition and operating fees, charged to all students registering at Grays Harbor College.
16. **“Sports Programs”** means programs of organized intercollegiate or intramural sports activities for either men or women.
17. **“State Board”** means the State Board for Community and Technical Colleges, State of Washington.
18. **“Student,”** unless otherwise specified, means and includes any person who is enrolled for classes or formally in the process of applying for admission to the College.
19. **“Student Activities and/or Programs”** means functions recognized by the ASGHC Student Council, formally authorized by the Board of Trustees, and operated under guidelines and procedures officially adopted by the Board of Trustees.

ARTICLE III FUND MANAGEMENT

Section I: Objective

The S & A Budget shall promote the general welfare of the student body, support a marketplace of ideas, reflect diverse student interests, provide continuity for existing programs and provide options for developing a variety of educational, cultural, social and service experiences. The use of these funds shall support the educational mission of the college. The S & A fee shall be administered through a democratic process and be allocated with view-point neutral criteria.

Section II: Use of Funds

Monies in accounts under the jurisdiction of the ASGHC Student Council are to be used pursuant to state guidelines related to services and activities fees. When authorized and approved in a manner consistent with these Guidelines, services and activities fee revenue may be used for, but shall not be limited to:

1. Co-curricular opportunities, social events, seminars, workshops, retreats, and conferences; student governmental organizations; professional consulting fees; clubs and organizations; artistic and cultural presentations; student publications, mass media activities; intramural and intercollegiate sports; tutorial services; childcare; awards and award ceremonies; uniforms.
2. Equipment, supplies, and materials required for the operation of student programs and activities;
3. Travel, lodging and food (per diem) for students and staff members participating in student

programs and activities at the ASGHC approved rate for students;

4. Dues for institutional memberships in recognized ASGHC funded programs.
5. ASGHC funded student stipends, student employees and scholarship recipients;
6. Salaries of employees directly related to the Office of Student Activities or Athletics;
7. With expressed prior approval of the Board of Trustees, acquisition of real property and capital projects and as matching funds for such purposes.

The Vice President for Student Services may determine how funds are to be spent so long as the expenditure is not an improper expenditure of public funds or contrary to sound financial practice and within the guidelines and requirements of the College and the state statutes.

Section III: Limitations

Services and activities fee revenue shall not be used to fund:

- a. Regular salaries of professional and/or permanent classified employees unless specifically designated by the ASGHC Student Council.
- b. Programs included within the State Board allocation model.
- c. Political lobbying, gifting, personal entertaining, student elections or political campaigning.
- d. Fees can not be used to fund proselytizing, religious recruitment, materials that advance a religious agenda or foster excessive entanglement between the state institution (GHC) and religion.
- e. Use of facilities, supplies, staff or equipment for the political, religious, or commercial benefit of or partnership with outside affiliations.
- f. Programs or activities that discriminate on the basis of race, sex, creed, color, national origin, sexual orientation, marital status, age or disability.
- g. Donations of gifts of money or property.
- h. Gambling that does not follow the WA State Gambling Commission rules or meet the mission of the student organization.
- i. Programs of activities in violation of any other state or federal law.

Section IV: Recording and Reporting Responsibility

It shall be the responsibility of the College's Business Office, to maintain proper recording of financial transactions of ASGHC monies and to provide periodic reports to the Vice President for Student Services, the Coordinator for Student Activities and Leadership Programs and ASGHC Student Council.

Section V: Deposits

Funds collected or revenues produced by or through ASGHC student program activities or fee collections, shall be deposited with and expended through the Business Office of the College. This includes all monies raised in fund raising projects on or off campus by ASGHC recognized student groups.

Off-campus accounts of student clubs or organizations are strictly prohibited.

The procedures for the collection of all revenue and the expenditure of all resources shall be in

compliance with the policies, regulations, and guidelines under which the chief financial officer manages the various District funds. Advisors are responsible for insuring their clubs are managing their funds according to established college procedures.

The following points should be noted and closely observed by advisors and student groups:

1. Monies collected as the result of any student program or activity must be turned in to the Business Office at the end of the day, or if after hours, kept locked in the advisors office until the next business day.
2. At the time of deposit, a receipt will be issued indicating the date, account to which the monies are to be credited, and such other information as will facilitate the accounting of the monies.
3. Disbursements from any account must be pre-approved and are made only by checks prepared by the Business Office. (RCW 28B.50.320)

ARTICLE IV FUNDED ACTIVITIES

Section I: Recognition as a Funded Activity

Any student program or activity, the basic aim of which is to promote the objective as stated in Article III may apply for and be recognized as a subsidized student program or activity upon a majority affirmative vote of the ASGHC Student Council, sitting in quorum, and the approval of the Vice President for Student Services at the College.

Student organizations must be granted a charter by the ASGHC Student Council before receiving funding. Programs of organized intercollegiate or intramural sports for either men or women must be approved by the Athletic Director. Unchartered clubs are not entitled to college benefits including use of S & A fees and facility use and will be treated as any other community organization or non-student group.

The membership of a subsidized student program or activity must be composed entirely of registered students at the College.

Chartered student organizations may be organized to promote any legal purpose, whether it is educational, recreational or social. Among the purposes of any chartered student organization is that of providing service to its members and/or the College.

Membership in chartered student organizations must be open to all students except in cases in which there exists reasonable justification for exceptions directly related to the purpose of the organization. The fact that a chartered student organization provides a service to its members or the College in general may be justification for providing the organization with a financial subsidy.

It shall be the responsibility of the members of recognized student organizations to determine whether they desire their organization to be funded or non-funded.

Student programs or activities recognized by the ASGHC Student Council shall be considered an extension of the student government and will be expected to conduct their programs or activities in accordance with these Guidelines, the ASGHC Constitution, the Student Rights and Responsibilities policy, college policies and procedures and other state and Federal laws.

ARTICLE V BUDGETING

Section I: Source of Funds

Student activities funds may be receipted from six sources:

1. Service and Activity Fees which are paid by students at the time of enrollment;
2. Revenue from activities sponsored by the ASGHC and/or organizations;
3. Vending machines;
4. Contributions;
5. Investment income; and
6. Running Start revenue applied to S & A fees.

After each month end, three and a half percent (3.5%) of each Running Start dollar collected every month will be distributed to the S & A revenue account. This process is an automatic process that occurs each month as part of the Business Office's FMS month end close.

No monies will accrue to "student activities and/or programs" which are derived from the expenditure of College operating funds.

The above sources of income become state funds and must be administered in accordance with the laws of the state of Washington and GHC financial procedures.

Section II: Revenue Estimates and Yearly Allocation

The chief financial officer and the Vice President for Student Services establish the yearly budgeted allocation. This allocation will be the basis for the budgeting process for the coming fiscal year. Revenue estimates will be made on the number of full-time equivalent (FTE) students projected in the forthcoming fiscal year. Unless the established allocation is officially changed, it shall not be exceeded.

Section III: Budget Timeline

1. Three weeks before the conclusion of winter quarter the treasurer shall inform the director or advisor of each activity and the general college community that preparation of the activity budget request will begin.
2. No later than the third week of April, the budget requests shall be submitted to the Budget Committee.
3. At least two (2) hearings shall then be held, with one being held during the usual day school hours and one in the evening. Each hearing shall be announced one (1) week in advance. At each hearing any member of the college community shall be afforded the opportunity to speak.
4. Following notification of budget recommendations to the clubs and organizations, the Budget Committee accepts appeals and schedules an appeals hearing.
5. No later than the third week of May, the Budget Committee will present a the budget to the student council for informational purposes.
6. No later than the fourth week of May the budget Committee shall transmit a copy of the final proposed budget to the ASGHC Student Council, the vice president for student services, and the chief financial officer so that it can be included in the June budget presentation to the Board of Trustees. The Board of Trustees makes the final decision on the budget.

When approved by the Board of Trustees, the S & A budget becomes the official spending plan of the ASGHC for the next fiscal year.

Section IV: Budget Requests

Any students, or group of students may apply for funding from the Services and Activities Fees, provided they fulfill the conditions, purposes and goals of the Associated Students of Grays Harbor College and are a recognized legitimate school activity or club according to the ASGHC by-laws, constitution and these financial guidelines.

Each activity budget request shall include:

1. The budget for the current fiscal year.
2. An itemized account of the major expenditures for the current fiscal year.
3. An itemized proposal for the next year's budget.
4. A report of any income raised during the current fiscal year and its use.

The students participating in the program in conjunction with their director or advisor shall develop the budget for each activity.

Each activity is evaluated each year as a part of the budgeting process. Each activity must justify its total requested allocation rather than merely a proposed increase. The budget requests shall be reviewed according to, but not limited to, the following criteria:

- * Success in fulfilling the purposes and goals of the ASGHC and the activity.
- * The "cost-effectiveness" of the activity.

Section V: Budget Committee Membership

The Budget Committee appointed by the President for the Associated Students shall consist of the following members:

1. The ASGHC president.
2. The ASGHC Vice President of Finance
3. The ASGHC senator for Advocacy and Outreach.
4. One ASGHC senator or Grays Harbor Activities Board coordinator.
5. The Vice President for Student Services.
6. The Coordinator of Student Activities and Leadership Programs (non-voting).

The chair of the committee shall be the ASGHC Vice President of Finance.

Section VI: Budget Committee Guidelines

The Budget Committee shall develop a balanced budget for Services and Activities Fees that represents diverse student interest in the following manner:

- All meetings shall be open to the public and announced at least two (2) days prior to the meeting date.
 - The budget shall be approved by a simple majority of the committee voting in quorum.
Quorum for the committee shall be at least three members.

The committee shall make recommendations concerning the budget allocations of all the campus organizations requesting funds.

Following notification of these budget recommendations to the clubs and organizations, the Budget committee will accept appeals, meet and make any changes they feel necessary.

Section VII: Dispute Resolution

The Board of Trustees will approve or deny the recommended budget. Should the Board of Trustees disagree with the student Budget Committee's recommendation, they will outline potential areas of difference in writing. In case of a dispute, the administration shall meet with the Budget Committee in a good-faith effort to resolve the disputes. If the dispute is not resolved, a dispute resolution committee shall be convened.

The Dispute Resolution Committee is a recommending body to the Board of Trustees and shall be selected as follows: the administration will appoint two non-voting advisory members, the

Board of Trustees will appoint three voting members, the Student Council President shall appoint three voting student members who are students at large, and one student representing the S & A fee Budget Committee who will chair the Dispute Resolution Committee and be nonvoting. Thus the committee is composed of six voting members and three non-voting members unless there is a tie vote, in which case the non-voting chair shall vote to decide the tie.

The dispute resolution committee shall meet and attempt in good faith to settle by vote any and all disputes. The Board of Trustees is not bound by the committee's recommendation though it must consider the result and take action.

The Board of Trustees need not delay taking action on that portion of the S&A fee budget not in dispute.

Section VIII: Budget Changes

Requests for change to the budget after Board of Trustee approval or expenditure requests from the Service and Activities Fees reserve fund are presented through the Student Council.

If the Student Council approves the proposal, the vice president for student services will be responsible for approving the change and forwarding it to the Designated College Business Officer. Substantive changes will be presented to the vice president for student services and the president of the college or the Board of Trustees, as appropriate, for final approval.

Section IX: Amendment Procedures

The vice president for student services and the president of the college must approve any modifications. All activities and the general college community will be informed of any adopted modifications.

Section X: S & A Building Fund & Contingency

Upon closing the 522 accounts each year, should it be available, \$25,000 will be placed in the Fund Balance account for use in the next academic year. The remaining funds will be moved to a building fund that will be utilized for future capital and investment projects benefiting students. The funds will be invested and managed according to state statute to maximize growth.

ARTICLE VI EXPENDITURE PROCEDURES

Section I: Purchasing

The procedures as set forth in these Guidelines shall be followed in the expenditure of funds from the accounts within the ASGHC S & A Budget. These procedures are designed to account for funds and to authorize expenditures within the accounts. It shall be the responsibility of all advisors, the coordinator of student activities and leadership and the vice president for student services to insure the prompt, accurate, complete preparation and submission of all necessary documents to the Business Office.

1. ***Purchase Requests:*** The person having account responsibility for the club or organization shall initiate purchases. Upon approval by the vice president for student services or designee, the request shall be forwarded to Purchasing for preparation of a purchase order.
2. ***Reimbursement:*** *Since no expenditures can be made without approval prior to purchase, reimbursement for expenditure of personal funds should not be expected.* Proper planning

will make it unnecessary to use personal funds for purchases. The use of personal funds for purchases is strongly discouraged.

3. **Advance Payment:** It may be necessary to request funds in advance of the services to be performed. Advance of funds are strictly controlled and not intended to take the place of the regular ordering procedure in the purchase of supplies. Advance payment is appropriate for student travel, payment of speakers, officials, entertainers, and occasionally others.

The necessary forms must be completed by the individuals with account responsibility and forwarded to the vice president for student services or designee and reach the Business Office at least seven days prior to expected issuance of the check. The individual assigned account responsibility is responsible for the proper documentation of funds when advance payment has been made. Unexpended funds are to be returned to the Business Office upon return to campus. No further expenditures will be authorized until all necessary documents are filed for the preceding transaction.

4. **Petty Cash** reimbursement must follow rules and regulations as established by the College Business Office and the State of Washington Office of Financial Management.

Purchasing Sequence

The originator obtains a purchase requisition from the Purchasing Office. The purchase requisition should be returned to the Purchasing Office several days before the check or items to be purchased are needed.

1. The originator completes the purchase requisition by supplying department and account number, date, the date the items or check is needed, the description, prices and vendor.
2. The originator obtains the signature of the coordinator of student activities and leadership, the vice president for student services or designee.
3. The originator takes the completed purchase requisition to the Purchasing Office. The purchase requisition form is available online at the GHC website or from the Purchasing Office. From the purchase requisition the Purchasing Office will prepare a purchase order (also called a field order).
4. The purchase order is the document that authorizes the vendor to sell the items to GHC. It may be mailed, faxed, or personally presented to the vendor, depending on how the item will be received.
5. If you are given a receipt, bring it to the Purchasing Office immediately. The Business Office must receive a sales slip or invoice from the vendor in order to pay the bill.
6. Open purchase orders may be appropriate for groups that must regularly purchase small amounts from the same vendor. Consult with the Purchasing Office staff to determine if this might be appropriate.

Section II: Student Travel

If ASGHC Activity funds are to be used for travel, a Travel Authorization form must be submitted by the individual having account responsibility through the vice president for student services (or designee) or the athletic director for sports. The names of all student participants must be included.

Sponsored activities may utilize ASGHC funds for travel *only when officially representing Grays Harbor College*.

1. Payment for travel expenses may be taken in either of two forms:
 - A. The "cash advance" method: The originator estimates the expenses to be incurred on a cash advance requisition form and the Business Office issues a check to cover the expenses. Upon return from the trip, the authorized traveler(s) shall present to the Business Office valid receipts and a travel claim to document the cash advance (see below for the definition of a valid receipt).

B. The “reimbursement” method: After approval, the traveler(s) may take the trip, pay the expenses, and receive from the vendors valid receipts for all expenses for which the traveler wishes to be reimbursed. Upon returning, the traveler itemizes expenses on a Travel Expense Voucher and attaches the valid receipts. Without a receipt reimbursement is not possible.

2. The following are items that need to be receipted and returned when a student(s) returns to campus:
 - A. Receipt for lodging.
 - B. Receipt for registration or conference fees.
 - C. Receipt for airline travel (cancelled ticket).
 - D. Receipt for parking your vehicle.
 - E. Receipt for limousine service, rental cars, taxi or bus fare.

Note: Allowable food expenses are determined on a per diem basis, which is established and approved by the ASGHC, therefore no receipts are required.

3. Definition of a valid receipt: A valid receipt has all of the following:
 - A. the name of the vendor
 - B. the date
 - C. the name of the person receiving goods or services
 - D. the description of the goods or services purchased
 - E. the amount of the purchase
 - F. whether the purchased amount was paid
 - G. the vendor’s stamp or signature.

4. Agency Vehicles: Grays Harbor College maintains state vehicles for the purpose of providing transportation for members of recognized student organizations. The following regulations govern the use of all college vehicles:

- A. College vehicles shall be used only on official college business.
- B. Drivers must possess a valid driver’s license and provide a copy for college files.
- C. Drivers must have taken and passed the GHC van driving class before driving a college vehicle.
- D. The operator must adhere to official State Traffic Laws and Regulations at all times.
- E. The operator shall be responsible for maintaining the good appearance and condition of the vehicle. Violations may result in a charge of \$50 to the club or group.
- F. Violations of the Vehicle Policy and/or Motor Pool Regulations will result in the loss of vehicle privileges.
- G. Each department, division or student body activity shall be charged a fixed amount determined by the college for each mile driven plus a daily rate.
- H. Only enrolled students and employees of the college may travel in college vehicles. In special circumstances, guests may be approved in advance by the vice president for student services.

Section III: Contracts

Prior approval must be obtained for all contractual agreements. The vice president for student services or designee must authorize any contractual agreements pertaining to programs, organizations or activities using ASGHC funds.

Section IV: Invalid Contracts

Contracts made without prior approval are invalid. Responsibility for payment of an invalid contract rests with the individual making the contract and may not be paid from public funds.

Section V: Fundraising

Fundraising projects to be held on or off campus sponsored by a club or organization shall be consistent with the sponsoring club or organization's charter and mission and the Grays Harbor College mission and are subject to prior approval of (1) the club's or organization's membership, (2) the club advisor and (3) the Coordinator of Student Activities and Leadership programs or the Vice President of Student Services. Additionally, the club or organization must:

- a. Complete an Approval of Fundraising Request Form and obtain appropriate signatures *prior* to holding a fundraiser or seeking donations;
- b. Follow the accounting procedures outlined for fund management outlined in Article III;
- c. Follow all college facilities use and scheduling procedures and policies, which require prior approval;
- d. Completion of the Final Report for a Fundraising Event form.

Use of fundraised revenues are restricted to the purpose stated on the Approval of Fundraising Form, which requires prior approval, as well as compliance with college policies, the Student Activities procedures manual and state and/or federal laws. Use of fundraised revenues are required to meet the mission of the college and the mission of the student club or organization.

If a club or organization use any S & A fees or state resources for the fundraising event or when seeking donations (seed money, etc) the funds collected from the event are considered co-mingled and therefore become state funds, which must be used in accordance with college policy and state law. Such funds shall be deposited in a 522 account and can not be donated for charitable purposes.

- *State Resources* is defined as state property, money and campus materials or staff time purchased or paid for with state dollars.

If the chartered club does not use any S & A fees or state resources in the fundraising event or when seeking donations, the funds may be deposited into a 840 account. The funds can only be used for the purpose stated in the fundraiser or donations requisition as approved by the college.

- Money in the 840 account may be donated to a charitable organization. Charitable causes are defined as "support of the poor and infirm." Poor and infirm is traditionally recognized as anyone who would qualify for public assistance.
- Use of a table on campus is not considered a use of state resources, as we don't consider vendor use of these items a use of state resources.
- Clubs and organizations can collect donated food items and gifts to contribute to community charitable organizations.
- Campus facilities can be rented to a student club or organization at a reasonable rental value and then money fundraised will not be considered state funds and may be deposited in a 840 account so long as no other state resources or funds are used to plan, promote or execute the fundraiser.

The Coordinator of Student Activities and the Vice President of Student Services shall have the right to fix reasonable time, place, and manner restrictions on all fundraising activities and all revenues generated from such fundraising activities.

Section VI: Appropriate Use of S&A Funds-Additional Guidelines

The following is meant to provide guidance to clubs and organizations in the expenditure of S&A fee funds. Contact the vice president for student services for further clarification.

The following expenditure of S&A fees is appropriate assuming approval by the S & A Fee Budget Committee and the Board of Trustees as a bona fide student activity:

- a. trophies, engraved plaques or certificates of award of nominal value may be purchased and given to students who have "earned" them provided that such awards are personal in nature.
- b. monogrammed jackets, warm up jackets, t-shirts and the like, to students who have served or are serving as members of athletic teams, cheerleaders, outstanding scholars, participants in drama, debate, student government, and the like.
- c. a student receiving an award at a banquet may be provided with a meal without charge. Others attending as part of the program may also have their meals paid for by S & A fees.
- d. light refreshments (coffee, punch, cookies, flowers, etc.) at approved student programs as incidental to the event (examples: graduation ceremonies, scholarship convocations, student activity or club meetings, student awards, student work sessions, etc.)

The following expenditure of S&A fees is NOT appropriate:

- a. a contribution of money for some individual with the intent that the amount be donated to that person.
- b. purchase of T-shirts or gifts for members of a club or organization.
- c. Cost of events that primarily cater to non-ghc students.
- d. Food at club meetings.

ARTICLE VII STUDENT IDENTIFICATION CARDS

Section I: Issuance

Student Photo Identification Cards are free and can be obtained by enrolled students following payment of tuition and fees. There is a charge for replacement cards.

Section II: Use

Student Identification cards entitle the authorized holder to events and publications of the ASGHC usually, without charge or at specified reduced prices for special cases. The cards are validated quarterly and are not transferable.

ARTICLE VIII VIOLATIONS

Violations of the provisions of these financial guidelines by a chartered or non-chartered student organization or by a funded program may be cause for revoking the program or organization's charter and/or revoking funding of said program or organization.

ARTICLE IX LIMITATIONS

Any of the articles, sections, and parts of these Guidelines shall be decreed inoperable and void if the article, section, or part is or becomes contrary to State Statutes of Community College District No. 2 rules or regulations.

Article X OPERATIONAL DIRECTIVES

It is recognized that emergency situations arise which are not covered by this Financial Code. The Vice President for Student Services or the Vice President for Administrative Services is authorized to issue operational directives to protect the integrity of the S & A fee budget as related to programs, activities and associated funds.