

# Procedure: 6.6.3p. (V. N.) Student Organization/Club Accounts

**Revised:**

**Last Reviewed:** October 14, 2016

**Adopted:**



## **I. PURPOSE:**

The purpose of student organizations should be to promote the general welfare, education, and morale of the students and to finance the normal, legitimate activities of the student body organizations. Funds associated with student organizations should be used to support activities that are based in the student organizations. Students should not only participate in the activities of the organization, but also be involved in managing and directing the organization's activities.

It is the purpose of this policy to establish financial controls for the administration of the normal, extracurricular activities of the student organizations which promote the general welfare, education, and morale of all students.

Each student organization must be approved by the technical college President or designee. The faculty or staff member assigned to the student organization/club must be identified by the organization/club annually in writing to the President of the technical college.

All club funds shall be accounted for by the college business office and recorded in the financial records of the college unless prohibited by the guidelines established by the National or State Association associated with the club.

Exceptions must be approved by the Commissioner or his designee. The college must submit appropriate documentation with their exception request. This documentation may include but is not limited to, the organization's mission, financial responsibilities, bylaws etc.

## **II. RELATED AUTHORITY**

State Board POLICY: 2.1.1. Equal Opportunity Statement

## **III. APPLICABILITY:**

All work units and technical colleges associated with the Technical College System of Georgia.

## **IV. DEFINITIONS:**

**Student Organization** – An organization that has student participation in the activity and has students involved in the management of the program.

**Technical college president or designee** - A technical college's executive manager or his/her designee.

**Agency Funds** – Funds held on behalf of others that are maintained in the financial records of the college or system office.

**V. ATTACHMENTS:** N/A

**VI. PROCEDURE:**

1. Accounts maintained in the financial records of the college or system office.
  - a. Funds of the student organization/club will only be used for the purpose for which the student organization/club was established.
  - b. Clubs must adhere to guidelines or minimum standards established by national or regional associations governing the organization. (SkillsUSA, National Technical Honor Society, ETC.)
  - c. Funds must be held and maintained in an agency fund in the financial records of the technical college or system office. If the student organization/club ceases to exist or becomes inactive for a period of six months or more, all remaining balances should be moved to the student activity funding source.
  - d. Funds shall be approved, accounted for and monitored by the appropriate student officers and faculty members of the organization.
2. Accounts maintained by the student organization/club with appropriate approval by Commissioner or designee.
  - a. Any purchases made by the student organization/club may not be represented as technical college or system office expenditures nor may the student organization/club use the identification numbers of the college or system office. (Tax I.D numbers, Sales tax exemption forms, college purchase orders, etc.)
  - b. Proper accounting procedures must be adhered to, and the individual responsible for the finances of the student organization/club must be identified by the organization/club annually in writing to the President of the Technical College.
  - c. There will at no time be any commingling of funds with funds of the technical college or the system office.
  - d. The net income, revenue less operating expenditures, must be spent on the activity for which the student organization/club was established.
  - e. A minimum of two signatories are required on all bank accounts and checks.
  - f. Clubs must adhere to guidelines or minimum standards established by national or regional associations governing the organizations. (skillsUSA, National Honor Society, ETC.)

**VII. RECORD RETENTION:**

State record retention guidelines apply to accounts maintained in the financial records of the college or system office.