



Budget Procedures from Student Clubs and Organizations

Once a student club or organization (SCO) is officially recognized by Florida SouthWestern (FSW), it is entitled to an account (Fund 6) within the College. These funds are governed by the College's Finance Office and must adhere to specific guidelines.

After the first year, student organization advisors and the president and/or the treasurer must complete the annual club orientation to keep abreast on policies and procedures in order to maintain compliance and access to account funds. *Note: Student Organization accounts do not generate interest.*

I. Accounts

- a. **Records:** It is mandatory that club treasurers, with the assistance of the budget administrator, maintain account records for all clubs and organizations on their respective campuses. Club members and advisors may request printouts from the budget administrator (in the Office of Student Engagement) to compare their records. It is critical that your organization list the correct Index Number (6xxx) with Account Number 21100 and club's name on all paperwork that involves club funds.
- b. **Approval:** Approval: The Budget Administrator's signature must be on all budget paperwork before it can be approved/processed. In addition to this, the SCO President or designated Executive Board Member and Advisor must also validate any financial transactions with their signatures. *Note: The club advisor should be listed as the college contact person for any orders placed by SCO.*

II. Financial Transactions

- a. The officers and advisor of an SCO are responsible for ensuring that the group observes the financial policies and procedures of FSW **(04-0701 College Club and Organization Accounts)**. The advisor has the duty of informing officers of the purchasing regulations. The advisor is held responsible for collecting and depositing all funds in FSW's Cashier Office by the next business day.
- b. SCO are prohibited from establishing external bank accounts. Any SCO found in violation of this policy will face sanctions, up to loss of official status.
- c. All fundraising must be approved by the Office of Student Engagement prior to collecting funds. Funds collected must be deposited into club accounts by the next business day. Some types of fundraising (raffles, games of chance/gambling) are not allowed under Florida Statute. **(04-0701 College Club and Organization Accounts)**.

- d. Each semester, the SCO's President or a designated Executive Board Officer and advisors must attend the mandatory SCO orientation workshop which includes the review of related policies, procedures, and best practices.
- e. SCO's are permitted to raise money through dues, sales events, and any other initiatives approved by the Office of Student Engagement. *Note: No fundraiser should be in direct competition with college contractors including the bookstore or food services).*

III. Transactions Types

- a. **Check Request:** Expenses totaling \$50 or more may be reimbursed through Check Request. Complete and submit the Check Request form with supporting documents to the appropriate Student Engagement staff member. To make a purchase, clubs should request a quote from the vendor; then complete a Check Request form, and attach it to the quote. This should be submitted to the Office of Student Engagement. Student Engagement will forward it to the Office of Financial Services where a check will be produced for the vendor. Please allow at least two weeks (10 business days) for processing. The Office of Financial Services will mail the check to the organization/recipient or release it to the individual specified on the form (**04-0101 Check Requests**). Please be sure to keep a copy for your records.
- b. **Petty Cash:** Expenses totaling \$49 or less may be reimbursed immediately through petty cash. Obtain a Petty Cash Form and signatures from the club advisor and budget administrator. Submit the form with the original receipt attached to the Cashier for reimbursement. Please be sure to keep a copy for your records. (**04-0308 Petty Cash Funds**)
- c. **Deposit Memos:** Deposits can be made on any campus through the Cashier. Any money collected through fundraising must be deposited the business day following the event. Deposit Memo Forms are available in the Office of Student Engagement. These may be submitted to the Cashier with cash or checks for deposit into club accounts. Checks must be made out to the student organization and Florida SouthWestern State College (e.g., Environment Club / Florida SouthWestern State College). A copy of the Deposit Memo will be retained by the Cashier's Office. (**04-0701 College Club and Organizations Account**).

IV. Inactive Accounts

- a. Any SCO Account that has had no financial activity for at least one calendar year is determined to be inactive. If an SCO Account becomes inactive and remains inactive over a period of two academic years, the account will be closed. For an SCO to be reactivated, the club will need to reapply through the New Club and Organization Petition Application and be approved through the appropriate avenues in order to be officially recognized at Florida SouthWestern State College. SCO will also be considered inactive if any of the following occur (**04-0701 College Club and Organization Accounts**):

- i. The SCO does not follow the Student Code of Conduct.
- ii. The SCO does not adhere to the standards and regulations established by the Office of Student Engagement, which are located in the SCO Handbook.
- iii. The SCO does not attend the mandatory SCO orientation held at the beginning of each semester.