

CLUB FINANCIAL CODE

OBJECTIVES

This Financial Code is established to define policies and procedures for approving and expending all money under the control of Hartnell College and its clubs/organizations in order to insure that all financial transactions will be made in the best interests of the students and in accordance with all pertinent HCC District, county, state and district financial regulations. Only active Hartnell club members are eligible to receive benefits and privileges outlined in this code. Only the Hartnell Business Office will provide club banking (deposit/withdrawal) services. Off campus bank accounts are illegal according to the California Educational Code and will NOT be allowed.

II. INTER-CLUB COUNCIL BUDGET

The ICC Chairperson and ASHC will be responsible for setting the annual budget for the ICC.

III. INTER-CLUB COUNCIL CLUB ALLOCATIONS

ASHC has established a budget for activities and events. Clubs who seek funds for activities may request ASHC funding of a club activity through a Grant proposal.

The ICC Grant Committee will review grant proposals and forward their recommendations to the ASHC for ratification.

IV. DEPOSITS

All clubs must deposit money earned from activities at the end of the business day. For weekend or after-hour activities, clubs should make arrangements in advance with the Office of Student Life to deposit funds the next business day.

- A. Pre-numbered receipts and pre-numbered tickets must substantiate all funds collected from any source, or other records that may apply.
- B. **No** part of the expenses of any event may be paid from money collected, but must be paid for in the manner described under purchase orders and requisitions.
- C. All club funds collected from any source shall be deposited on the first business day of receipt of funds. Deposits should be made at the Office of Student Life.
- D. Banking of all funds and all official bookkeeping records shall be the responsibility of the Hartnell College Business Office.

V. ACCESSING CLUB FUNDS

Clubs should plan ahead and approve expenditures accordingly. Hartnell College Business Office requires a minimum of **three to four week processing time** before a payment, check, or reimbursements are made. All expenditures of club accounts shall follow the procedures outlined below.

- A. Club members seeking the funds from their club account shall fill out appropriate paperwork (available at the Office of Student Life). Include the following information/documentation:
 - Minutes from the club meeting which approved expenditure (required)
 - Signatures of the club Advisor, club Treasurer or club President. The Office of Student Life will ensure that funds are available and secure the signature of the ASHC Advisor. Requisitions **WILL NOT** be processed without a club officers' and an advisor's signature on the requisition.

- A check request form with attached original itemized receipts must be submitted for all reimbursements. No check will be issued for reimbursements if there is no receipt or invoice attached to the requisition.
- If a club wishes to give away gift cards, club members MUST obtain the gift card recipient's name and Hartnell email address for reimbursement. If a recipient's name is not included, the club/member will not be reimbursed.
- **Back up documentation e.g. quotes, new vendor forms, invoices, receipts, contracts, W-9 forms, order forms, etc.**

Note: NO DEFICIT SPENDING WILL BE ALLOWED. No funds will be advanced on a petty cash basis.

B. The approved requisition will be forwarded to the Business Office for processing. Plan for three four weeks between the time the request is submitted to when the vendor will receive payment. This is assuming the request and supporting documentation submitted is complete, contains appropriate signatures, and there are sufficient funds. Payment for expenditures may be issued in one of the following methods:

- Check - Upon receipt of an approved requisition, the Business Office will prepare a check. Ordinarily checks should be made payable to the vendor. The Business Office will mail checks to the vendor unless directed to be hand-delivered. Checks to be hand-delivered may be picked up at the Office of Student Life.
- Change Order – Each change order must be limited to \$100 and will only be made out to the club Advisor. If a larger advance is requested, the Business Office will make the determination if they can do so.
- Purchase Orders – Whenever possible, all goods or services must be acquired through a system of purchase orders. Purchase orders shall be obtained through the submission of a requisition through the Student Life Office and Business Office with the proper signatures and documentation (quotes, new vendor forms, etc). After review and approval a purchase order number will be issued. Receipt of goods prior to payment must be reported in writing.

VI. MAINTENANCE OF RECORDS

A. Every club shall maintain accurate records of all income and expenditures and shall open their financial records to audit by the Office of Student Life, or District Internal Auditor upon request. Hartnell College funded accounts may be reviewed by the Vice President of Administrative Services at any time.

B. An annual audit of all clubs accounts and trust accounts will be made by a certified public accountant retained by the College District.

VII. SERVICE CONTRACTS

The Club Advisor, ASHC Advisor, and Club President must sign all contracts. Payment on contracts must be initiated by the regular requisition procedure, paid by the District. Club members should never make a direct payment to an individual contractor for their service to the club and then try to get reimbursed from the club. Our district policy requires that the District, because of tax law

regulations, make all service payments.

All persons being paid for services rendered to clubs shall fill out a contract and a W-9 form. Payment without a contract or W-9 form on file will not be made.

VIII. TRAVEL

Club representatives must check with the Director of Student Life about securing approval of trips and/or conferences and complete a Travel Authorization Expense Form (8 weeks prior to travel). Anyone planning to claim reimbursement for travel expenses must complete a requisition in advance of the trip and the requisitions must be approved and signed by the club Advisor, club President, ASHC Advisor and Vice President of Student Services. Out of state travel must have the approval of the Hartnell College President. The Board of Trustees must approve out of country travel prior to the travel date.

Owners of private cars providing transportation for school activities must be approved by the Administrative Service Office prior to Travel.

In no instance will the expenses claimed be more than the actual amount expended. Written original receipts must verify all expenses. Meal expenditures must include itemized receipt.

All participants in a program funded by their club shall sign a release form releasing Hartnell College of all liability en route to, from and during a club/organization trip.

I have read, understand and will follow the Financial Policy for my Club.

_____	_____
Club President (Print Name)	Club President Signature
_____	_____
Club Treasurer (Print Name)	Club Treasurer Signature
_____	_____
Club Advisor (Print Name)	Club Advisor Signature
_____	_____
Club Co-Advisor (Print Name)	Club Co-Advisor Signature

The ICC and ASHC Senate has reviewed this application and find it to be in compliance with all requirements and hereby deem this club an officially recognized member of the Hartnell College Inter Club Council (ICC) for the 2022-2023 school year.