

**CENTRAL FLORIDA COMMUNITY COLLEGE
STUDENT AFFAIRS DIVISION
OPERATING PROCEDURE**

DEPARTMENTAL PROCEDURE: OSL-5 STUDENT ACTIVITIES BUDGET PROCEDURE	
POLICY AND PROCEDURE REFERENCE: 7.06, FLORIDA STATUTE 1009.23	EFFECTIVE DATE: 07/26/07 REVISED DATE: 07/30/08 REVISED BY: M. MCGEE

DEPARTMENT: Student Life

PERSONNEL INVOLVED: Vice President for Student Affairs, Coordinator of Student Life, Staff Assistant, Club and Organization Advisors, Business Office Staff, Student Life Committee

PERSON PRIMARILY RESPONSIBLE: Coordinator of Student life

OBJECTIVE: To ensure that student activities funds are allocated, monitored, and spent appropriately.

PROCEDURE:

I. Student Activities Budget Spending Guidelines

- **Florida statute 1009.23:** “The student activity and service fees (SASF) shall be paid into a student activity and service fund at the community college and shall be expended for lawful purposes to benefit the student body in general. These purposes include, but are not limited to, student publications and grants to duly recognized student organizations, the membership of which is open to all students at the community college without regard to race, sex, or religion.”
- For Central Florida Community College, all CFCC student activity and service fee (SASF) money **MUST** be spent on activities/goods/services that benefit CFCC students.
- **SASF MAY NOT** be donated to any outside organization directly, nor may goods or services purchased with SASFs be donated to any outside organization. (See use of 06 funds below)
- **Students MAY NOT** be charged for the complete cost of any event/item funded with SASFs. They may be asked to make a donation, but are not required to do so. If there is not enough money in a budget to cover an event, budget monies may be used to cover the partial cost and ask students to pay the remainder, that way funds are being used to subsidize the costs for students. However, keep in mind that attendance can never be guaranteed, so you may not end up with enough money to cover any shortfall.
- **SASF MAY NOT** be used to purchase items for fundraising purposes. This is a Florida law; state money may not be used to purchase items to be resold.
- **SASF MAY NOT** be used to provide food for students without any accompanying event that fulfills the mission and purpose of the group and or the college. It is not appropriate to use SASF for food for club/organization meetings that are not open to the general population of the college.

- The use of any of a club's SASF's will be determined each year by establishing a budget that will be approved by the Student Life Committee. **When dollars are being used outside of the projected budget, this must be approved by members** of the club/organization and reflected in the club's minutes.
- If necessary, clubs and organizations can request additional funds from the Student Life Committee by completing the Reserve Fund Request Form which can be found online.
- All spending for clubs and organizations will end during the second week of June during each year. This will allow for purchases to clear and for the business office to close the books. Spending for the new year may resume on July 1.

II. Budget Development Cycle:

The following calendar will be followed regarding the Student Activities Budget: The Student Life Committee that is appointed by the president will be the group that makes recommendations regarding this budget.

Student Activities Budget Development Cycle 2008-2009

2nd week of August	Notification of final approved budgets sent to organization and club advisors by the Office of Student Life.
2nd week of December	Mid-year budget and activities reports received in the Office of Student Life.
3rd week of December	Payments of supplements to advisors approved by the Office of Student Life.
2nd week of February	Current year budget, budget development guidelines and forms reviewed by the Student Activities Board. Draft budget request forms prepared by the Office of Student Life.
2nd week of March	Current year budgets, suggested budget development guidelines and forms reviewed by the Student Life Committee. Anticipated budget for the new year reviewed.
4th week of March	New budget request guidelines and forms sent to all appropriate campus entities.
2nd week of April	End of the year budget and activities reports received in the Office of Student Life.
3rd week of April	New budget requests from appropriate campus entities received in the Office of Student Life and reviewed by the coordinator of Student Life and the vice president for Student Affairs.
4th week of April	New budget recommendations presented to the Student Life Committee for review.

4 th week of April	Payments of supplements to advisors approved by the Office of Student Life.
2 nd week of May	Final budget recommendations of the Student Life Committee approved by with Business Office.
2 nd week of June	New year budget recommendations submitted to the president for approval.

III. Use of 06 Funds:

- Each club and organization has the opportunity to participate in fundraising activities. Any monies raised in this fashion must be deposited into a 06 account. Many clubs and organizations already have these accounts in place. If you do not, it will take personal investment to begin the process of building an account. Once you have had an event, any monies raised would need to go into the account that the business office will establish. These monies can be used by the club or organization for any purpose including end of the year activities, food for club or organization meetings, fundraising, recognition items for the group, etc. **Any purchases made with 06 funds must be reflected in minutes from the club/organization meetings. (With the exemption of academic-related organizations.)**
- It is the understanding of the college that if a student is registered for a conference or training and is unable to attend, it will be up to the student to reimburse the club/organization for nonrefundable items. If the club/organization so chooses, they may cover these expenses utilizing 06 monies. Again, this will require documentation in the club/organization minutes.
- Academic-related organizations can use the funds to enhance and publicize their organization. They can use the funds for the purchase of food, materials, and trips. No grants or scholarships may be issued directly from fund 6. Funds may be used to subsidize a scholarship for a student from fund 5. A transfer of funds to fund 5 is required and a memo of authorization approved by a vice president or provost must be sent to the Office of Financial Aid. The processing of scholarships is accomplished by the Financial Aid Office. Scholarships must be originated through Financial Aid.