

I.C.C. FINANCIAL CODE



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DE ANZA INTER CLUB COUNCIL (ICC) FINANCIAL CODE

I. OBJECTIVES

This Financial Code is established to define policies and procedures for approving and expending all funds under the control of De Anza College and its club 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 DASB, State, and District Financial regulations. Only De Anza club members, with DASB cards are eligible to receive benefits and privileges outlined in this code. All club financial transactions will be handled by the De Anza Student Accounts Office only. Off-campus bank accounts are illegal according to the California Educational Code.

II. DASB/ICC BUDGET

The upcoming DASB/ICC budget shall be approved by the ICC no later than the fifth week of the Fall Quarter by a two-thirds vote. Item spending of up to \$350 in the ICC General Account (#44-4320) will be approved by the ICC Officers and the ICC Advisor and information will be provided by the ICC Chair/ ICC Chair of Finance/ ICC Chair of Programs at the ICC meetings.

- A. All expenditures over \$350 not already in the budget line item must be approved by a majority vote of the ICC.

III. DASB/ICC ALLOCATIONS

The governing principle in considering budget requests will be to allocate funds to those activities and services that will assure the greatest benefits to the Inter Club Council (ICC) and the De Anza Associated Student Body (DASB).

Any club deemed "inactive" by the ICC shall have its DASB budget immediately transferred into the ICC Club Events #41-54730.

Any club willfully and knowingly violating any of the DASB/ICC budget guidelines shall have its DASB/ICC allocated funds and club funds frozen immediately. The club will be placed on inactive status and student(s) involved will be referred to the Dean of Student Development & EOPS or designee.

All of the finances of this organization shall be administered under a budget system. All Club Allocations funds will be allocated by the ICC,

- A. The ICC Financial Roster must be completed and signed by the Designated Officer's signature(s), treasurer, secretary, and the club advisor(s), to be turned in by the sixth (6th) week of the Spring Quarter. All clubs that fail to do so will be placed on probation for 3 weeks. If the ICC Financial Roster is not turned in then the club will be placed on inactive status.
- B. The ICC will approve an allocation of \$100 for each new club who do not have funds in a previous club account. If the previous club account has less than \$100 then the new club will receive the additional \$100 allocation. The club will receive the DASB allocation into their 44-xxxx club account after the club officers and club advisor attend a club orientation meeting with either one of the ICC Officers or ICC Advisor and the ICC Financial Roster is on file at the Student Accounts Office within three (3) weeks of being a Club on Trial.

C. Club Special Allocation request:

Club budget request forms are due at least three (3) weeks prior to the club's sponsored event at the ICC agenda meeting to be considered for the next ICC meeting.

1. All requests for budget items must be submitted at the ICC Agenda meeting to be considered for the approval at the next ICC meeting. The budget requests must have the two (2) Officers designated signatures and a Club Advisor's signature. The club representative or the club advisor must be present at the meeting to review the budget request.
 2. The ICC may fund on campus club events (speakers, film, and entertainment, etc.) to be held on either the De Anza or Foothill campus that is open to all De Anza students. The club must publicize the event and list "Funded by ICC" on printed publicity.
 3. All budget requests for student leadership, workshops, club competitions and club conferences will be handled at the ICC Agenda Meeting. Clubs will need to complete the travel applications and budget form and bring it to the ICC Agenda Meeting. Refer to the ICC Travel Code for timelines and guidelines.
 4. Items not funded are: those that only benefit club members such as: club t-shirts, refreshments for club events, or off campus events, and alcohol or illegal materials etc.
 5. Items with Limitations:
 - a. Allocation for a speaker may not exceed \$300 and a panel of speakers not to exceed \$1,000. Allocation for a dance will be limited to security and clean up costs not to exceed \$1,000.
 - b. Allocations for a club banner may not exceed \$150 and is limited to one request every year.
 - c. Allocations for all other club events may not exceed \$1,500.
 6. All printed materials must have "Printing funded (partially) by ICC" on all the materials.
- D. The ICC Chair, ICC Chair of Finance, ICC Chair of Programs and the ICC Advisor shall be responsible for reviewing the club budget requests and making a recommendation to the ICC for final approval.
- E. Once the allocation is approved by ICC, then a memo with the account # will be given to the clubs in their mailbox and to the club advisor(s). The clubs must process their financial matter within a period of three (3) weeks of approval or three (3) weeks after the club event.. Any amount left in the designated account for clubs after the six (6th) weeks period shall be transferred back to the ICC Club Events account. Clubs may ask for an extension of three (3) weeks at the ICC Agenda Meeting.

IV CLUB AWARDS

- A. Awards for ICC sponsored events (See Club Awards List) will be transferred to the club's 44-xxxx from the DASB/ICC account.

- B. Clubs on probation will not be eligible to receive club award funds or request budget funds from ICC
- C. Clubs must attend the ICC meeting when a drawing prize is held in order to win the drawing.

V. ICC SCHOLARSHIPS

The ICC Scholarships will be funded 75% from the Inactive Club Account and 4% from the De Anza Flea Market Concessions. There will be up to fifteen (15) \$500 Carolee Erickson Memorial ICC Scholarships offered.

VI ICC Emergency Relief Fund

- 1. Major disasters or tragedies may be funded up to \$1,000.00 from the ICC Emergency Relief Fund. The ICC Emergency Relief Fund will be funded 4% from the De Anza Flea Market Concessions and 25% of the Inactive Club Account and the \$25 fines from Fee and Article X Fees and Penalties.
- 2. Club(s) will need to request funds for the ICC Emergency Relief Fund at the ICC Officers Agenda Meeting.

VII. CLUB 44-xxxx

Club event will follow District Per Diem Policy:

Breakfast will not exceed \$15.00

Lunch will not exceed \$20.00

Dinner will not exceed \$50.00

The amount needs to include tax and tip per person

VIII. DEPOSITS

- A. All money collected from any source must be substantiated by a Club Cash receipt Log Form. The Club Cash Receipt Log Form is required to be submitted along with all deposits that are manually processed by the club.
- B. No part of the expense of any event may be paid from money collected, but must be paid for in the manner described under purchase orders and requisitions. (Section VIII. EXPENDITURES C. 3.)
- C. All cash receipts and disbursement and all official bookkeeping records shall be the responsibility of the Student Accounts Staff, who shall be bonded employees of the District.
- D. All club funds collected from any source shall be deposited on the first business day after receipt of funds.
- E. Student Accounts shall issue a receipt for all money received.

IX. EXPENDITURES

All expenditures of club accounts shall follow the procedures outlined below. **NO DEFICIT SPENDING WILL BE ALLOWED.** No funds will be advanced on a petty cash basis. Any club sponsoring an event needs to provide a copy of the minutes or a club financial action form from the

club meeting which approved this event before requesting a check. The requisition should list clearly the amounts for the miscellaneous expenses, such as food, date of event and number of people attending event.

- A. The person seeking the funds from their club account (#44-xxxx) shall fill out a requisition (available at the Student Accounts Office or the ICC Literature Rack) and will secure the signatures of the Club Advisor, Club Treasurer or the Officer designated signatures and turn in to the Student Accounts who will then get the signatures of one of the ICC officers and the ICC Advisor, Dean of Student Development, and the Director of Budget and Personnel. Club/DASB account (#41-xxxx, DASB) will secure the signatures of one of the ICC officers, ICC Advisor, DASB VP of Finance, the Dean of Student Development, the Director of Student Activities and Director of Budget and Personnel.
- B. The approved requisition needs to be turned into the Student Accounts Office and a check will be ready on Monday or Wednesday after 1:30 pm except when the campus is closed or during breaks, office may be closed, or during the Accounts Office year end closure. There is a \$10 service fee for a bank returned check.

The check request date should allow at least five (5) working days to acquire signatures and data processing.

- C. The Student Accounts Office will facilitate the transaction in one of the three (3) ways and will note on the requisition the action taken.
 1. Checks- Upon receipt of an approved requisition the Student Accounts Office shall prepare the check. Ordinarily checks should be made payable to the vendor. If the invoice is to be mailed to the Student Accounts Office, please indicate the club name or contact person to avoid any delay.

Each cash advance is limited to \$100 and will only be made out to the Officer designated signatures and must be signed by another Officer designated signature. A signed written agreement is required for all cash advance requests.

Cash advance for over \$100 will be made out to the club advisor who will be responsible for receipts.

All cash advance requests and checks with receipts to follow will need to submit follow-up receipts or invoice within fifteen (15) working days of the check date along with a Receipts to Follow Form. Failure to do so will result in having the Student Accounts Office putting a hold on all club accounting transaction until receipt/invoice is submitted. Requests for reimbursements will not be processed without receipts / documentation. Original, detailed receipts are required.

2. Fund Transfer- Student Accounts Office will facilitate a transfer of funds between accounts upon receipt of an approved requisition.
3. Purchase Orders / Independent Contractors- All purchases over \$1,000 and all capital items will go on a District Purchase Requisition. Whenever possible, all goods or services must be acquired through system of purchase orders and/or Independent Contractor paperwork. Purchase orders shall be obtained through the submission of a district purchase requisition to the Accounts Office. Each requisition shall identify the budget code number from which funds are to be drawn, the times or services to be purchased, the amount and the vendor from which such items are to be purchased. After review and approval by the club members, the

Officer designated signature and Club Advisor(s) will need to turn into the Student Accounts who will get the signatures of the ICC Advisor, or one of the ICC Officers, the VP of Finance (if DASB account) and the Director of Student Activities, Director of Budget and Personnel, Dean of Student Development, and VP of Student Services., a purchase order will be issued by the district. The purchase requisition will be forwarded to District Material Services. District Material will issue Purchase order to vendor.

The ICC will not assume financial responsibility for any charged item not covered by the purchase order issued in advance of purchases. Individuals obtaining goods or services without a purchase order will be held responsible for the payment of any goods or services.

X. FEES AND PENALTIES

- A. If a club fails to pay a bill within a twenty –five (25) day period, one of the ICC Officers will be authorized to deduct it from their club account upon being informed by the ICC Advisor. There will be a \$25 service charge for delinquent invoice that will go into the ICC Emergency Relief Fund (Account #44- 4289).
- B. If there is a problem with the amount of the bill and the club is trying to clear matters up, then please inform the ICC Advisor of the situation immediately.
- C. Any goods or services paid for by check must be validated by receipt or bill which must be returned to the Student Accounts Staff indicating that delivery has been made.
- D. If a club signs up for an ICC sponsored event/entertainment slot or for the Club Glass Display Case and fails to participate then there will be a \$25 fine that will be deducted from their club account by one of the ICC Officers. Funds collected will go to the ICC Emergency Relief (Account #44- 4289).
- E. There will be a \$25 fine for any club that fails to clean up its area at Club Day that will go to the ICC Scholarship Fund (Account #44- 4289).
- F. If a club doesn't sign up for Welcome Week then the club(s) will be charged a \$25.00 fine and the money will go to ICC Emergency Relief Fund (Account #44-4289)

XI. MAINTENANCE OF RECORDS

- A. Every club shall maintain accurate record of all income and expenditures and shall open their Financial Records to audit by the Director of Budget and Personnel and ICC Officers, Student Accounts Staff or District Internal Auditor at any time. DASB funded accounts may be reviewed by the DASB VP of Finance.
- B. Inventory- All capital purchased with 41-xxxx funds will be identified with an inventory number and described in a permanent record which will be maintained in the Student Activities Office.

All equipment purchased with De Anza student funds remain property of De Anza Associated Student Body and will be stored on school premises when not in use. If the club is placed on inactive status by the ICC and does not reactivate within one calendar year from the date it is placed on inactive status, all equipment will revert back to the DASB Senate if purchased with the 41-xxxx and all equipment will revert back to ICC if purchased with the 44-xxxx.

- C. An annual audit of all club accounts and trust accounts shall be made by a certified public accountant (CPA) retained by the College District. Any unannounced audit may be made by District-retained CPA at any time.

XII. SERVICE CONTRACTS

Contracts for orchestras, dance halls, entertainers, athletic events, speakers, etc., must be signed by Director of Budget and Personnel. All contracts must be made out in triplicate; one copy shall remain with the Club Advisor and one copy shall be filed with the ICC Advisor. Payment for service contracts must be initiated by the Independent Contract Form 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 Student Accounts Office. Our district policy requires that all service payments should be made by the District Office because of the Internal Revenue Code.

- A. A person seeking the funds from DASB/Club Account for payment shall fill out a the proper form (obtained from the Student Accounts Office or the ICC Literature Rack) and will secure appropriate approval signatures.

XIII. CLUB FUNDRAISERS FOR DONATION

Club funds for donations should be deposited to the designated organization within three (3) months of the event. Failure to comply will allow one of the ICC Officers to donate the money to the International Red Cross Organization.

XIV. CLUB FUNDRAISERS

Clubs must complete the De Anza Inter Club Council Club Fundraiser Form for each fundraiser activity at least one week prior to event. Failure to turn in the form will result in the Club account being frozen until the form is turned in.

XV. DONATIONS TO CLUBS

1. Donations to a club can be deposited directly to the club's account at De Anza College Student Accounts. Checks should be made payable to DeAnza College followed by the club name.
2. Student Accounts will issue individual receipts for individual donations of \$250 or more or upon request. For Donations under this amount, the donor's canceled check shall serve as their receipt for income tax purposes.
3. Clubs should send thank you letters to all donors acknowledging their donations to the club.
4. Clubs need to use the Club Cash receipt Log form for all monetary donations.
5. Clubs need to inform ICC of their intent to solicit donations via the ICC Club Fundraiser form.

XVI. RATIFICATION

This code and amendment shall become effective when approved by a two-thirds majority vote of the ICC membership present at the meeting.

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