

Basic Financial Information for Club Monies



Club Funding Process

Once a club is officially recognized by the ASGHC, they are eligible to receive a certain amount in seed money. For additional monies the club must present a budget request to the ASGHC. Please note that all club funds must be processed through the Associated Students of Grays Harbor College. Clubs are NOT allowed to maintain off-campus bank accounts. Club seed money not used in the current school year will not be available after June 30th of the chartering year. Non-seed money (money that was fundraised) will still be available. Active clubs that would like additional funding have a few options available to them:

1. The club may organize fundraising events or activities. See “Fundraising” in this handbook for additional information
2. The club may seek out another club/program or college department to co-sponsor their event or activity.
3. The club may seek in kind or cash donations from outside sponsors, as long as this fundraising activity is approved by the Coordinator for Student Activities and Leadership.
4. Clubs may seek third party funding from non-GHC organizations with prior approval.
5. Clubs may request funding from the ASGHC Club Fund by submitting a proposal to the ASGHC.

Spending Club Money

It is important to remember that all club budgets are state dollars and are subject to college and state policies.

1. The club advisor and Coordinator of Student Activities must approve all expenditures before money is committed. Submit a Purchase Requisition with your advisor’s review prior to using your club’s money.
2. All funds generated by club activities must be turned in to the cashier’s office within 24 hours and will be deposited into the club account.
3. Request for checks for activities should be made at least 2 weeks in advance.
4. Items purchased with S&A funds are property of GHC. Personal use of these items outside of club or ASGHC related activities is not allowed. If a club’s recognition status is revoked, supplies and equipment must be returned to the Student Activities and Leadership office.

Different Club Funds: 522, 570 & 840

522– Associated Students Accounts for revenues and expenditures associated with locally approved student activities. 522 accounts do not roll over every year. At the end of the fiscal year (July 1) all budgets are zeroed and any remaining balance is put into your building fund for student space in new building.

570- Auxiliary Enterprises Self-sustaining activities that are not related to the educational mission of the college. Community theme, cultural or recreational in nature. Source of funds primarily user fees. Fund raising, concert bands, seminars, sports camps, etc.

840- Agency off campus fundraised real money. This money may be used to purchase items that you are prohibited from purchasing out of your 522 account. You may also donate the money in this account to local service agencies. In order to put money into this account, you cannot use campus or state resources when raising funds for this account. These purchases still need to fit the mission of your club and be reasonable club purchases. Your off campus, 840 account, does not roll over and is never zeroed. On- campus S&A Fees cannot be put into your 840 account; however, money raised that fit the 840 account criteria can be put in the 522 account; it just cannot be moved over. Accounts for funds in the custody of the college but not belonging to it. *Examples:* Relay for Life, fundraising receipts for specific donation purpose – i.e. Beyond Survival donation by Human Services; GHAB fundraising for non-profits; Presidents Fund; BAC meeting registrations, etc.

Reimbursement

Grays Harbor College strongly discourages reimbursing personal funds spent by an advisor or a student for club/program expenditures. This is because: 1) the item must be pre-approved by the program or club advisor and the Coordinator of Student Activities and Leadership; 2) the purchaser may have to wait longer for the reimbursement than they expected; and 3) the preferred method of payment for the college is submitting a requisition with a vendor through the purchasing office. If a student or advisor makes a pre-authorized expenditure, s/he must provide receipts in order to be reimbursed.

Purchasing Food with S&A Funds

Purchasing food with S&A funds (club money) is not allowed unless the Coordinator of Student Activities and Leadership grants specific permission. Clubs (and other S&A funded programs) may not purchase food for regular meetings with S&A funds. Refreshments may be purchased and served at special meetings (meetings that otherwise could not be held at any other time, other than a regular meal hour) or events open to the general student population. Clubs/programs may serve food at large events, such as BBQ's, if the event is open and publicized to all Grays Harbor College students. Depending on the type of food additional permits may be necessary. At a minimum food servers must carry a Food Handler's Permit.

Process for Using Club Funds

1. Complete appropriate purchasing form:
 - To use the GHC credit card for supplies- see the Coordinator of Student Activities & Leadership
 - To pay a performer or speaker – complete a Performer/Speaker contract and an A-19
 - All other purchases –Fill out a Purchase Requisition Form
2. Get advisor's signature authorization on necessary purchasing forms and/or cc: direct charges in an email to your advisor and Student Activities & Leadership Coordinator.
3. Return completed forms to the Coordinator of Student Activities and Leadership for approval PRIOR to making purchases or mailing performer/speaker contracts out.
4. The club purchases the item(s) from the vendor and/or mails out the contract. KEEP ALL ORIGINAL RECEIPTS AND PAPERWORK.

****See Club Handbook for additional financial descriptions.**