

CASH CONTROL AND FUNDRAISING PROCEDURES FOR STUDENT SENATE CLUBS

Student Senate clubs and fundraising events provide vital support for academic and social enrichment activities. All cash handled and funds raised are defined under the law as public funds. The district must develop and adhere to clear guidelines for the protection of all students, staff and the institution. Club advisors understand the importance such institutional protocols and the laws related to institutional responsibility for proper handling and accounting of public funds. These protocols further promote public confidence and institutional credibility as it relates to district supporters and public and private donors. Club advisors work closely with student leaders/members to assure that all legal requirements and generally accepted accounting practices are met in the handling of Club cash and donations.

These requirements/practices include the following accounting standards prescribed by the district external audit process:

1. Revenue Potential Form
2. Cash box accountability steps
3. Receipt system (Pre-numbered Receipts and Pre-sold tickets)
4. Club Donation Sign-in Form
5. Club Deposit Reconciliation Form

Adherence to these requirements/practices ensures transparent and proper accountability for public funds raised through Student Senate Clubs and fundraisers.

At the onset of each academic semester (or when a new advisor assumes responsibility) the Vice President of Administrative Services and/or Fiscal Services office designee will provide basic training for all club advisors and selected student leaders/members in the details and steps for successful implementation of and adherence to these best practices.

Reference: Educ. Code Section 84040 (c); Title 5 Section 58311

Adopted: June 9, 2014

Revised: January 8, 2018