

College Fees for College-Related Extracurricular Programs

Extracurricular and college-related activities and programs which directly benefit the students of the College must be funded outside of the College's operating budget. Therefore, effective 9/01/71, the following policy with regard to the funding of the College Fee for college-related extracurricular programs is adopted:

1. A College Fee shall be levied and collected from all students at the time of their registration at the College. Failure to pay the required fee may result in denial of registration.

2. This fee is mandated and shall be expended for the support of legitimate student activities which fall within the guidelines established by the Board in its Resolution No. 70.186 adopted 11/20/70. Funds which are collected from the College Fee under these guidelines shall be used only for support of the following programs for the benefit of the total campus:
 - a. programs of cultural and education enrichment;
 - b. recreational and social activities;
 - c. drama and musical productions;
 - d. athletic programs, both intercollegiate and intramural;
 - e. student publications and media;
 - f. assistance to recognized student clubs and organizations, provided that the purpose and activities of the clubs and organizations are of educational, cultural, recreational, or of a social nature;
 - g. insurance related to conduct these programs;
 - h. administration of these programs; and
 - i. transportation and other student services in support of these programs.

3. The Advisory Committee of the Suffolk Community College Association, Inc. shall conduct budget hearings during the month of May of each year and shall submit to the Chief Executive Officer of the College or his designee a proposed budget for his review and certification.

4. The budget submitted shall be a line-item review of all expenditures citing dollar amounts in each category.

5. The Chief Executive Officer of the College shall certify to the Board of Trustees that all proposed budget expenditures are in compliance with guidelines established by the Board. He shall have final determination over inclusion of items presented in the budget proposal. After his review, he shall submit the budget proposal to the Board of Trustees for its review and approval.

6. After Board certification, changes in the approved budget shall be subject to administrative review and approval by the Chief Executive Officer or his designee in the same manner as applicable to the original budget.
7. Following approval of the budget, disbursement shall be made by the designated custodial and disbursing agent, providing that the fiscal commitment for each expenditure shall have been approved by the Chief Executive Officer or his designee.
8. The provisions of these regulations shall not be interpreted to authorize the use of College facilities or grounds for student extracurricular activities and programs without appropriate administrative approval.
9. The designated custodial disbursing agent shall establish and maintain budgetary accounts to assure that budgeted amounts are not over-encumbered or over-expended. In addition to the budgetary accounts, a general journal, cash receipts journal, cash disbursement journal, and general ledger shall be maintained.
10. The designated custodial disbursing agent shall establish and maintain an encumbrance approval system whereby purchase requisitions, orders and contracts, in support of an approved budgetary allocation, shall be approved by the chief Executive Officer of the College or his designee. Encumbrance documents shall be numbered and controlled.
11. Disbursements shall be made by check. Check forms shall be press-numbered and controlled. Check signing procedures and controls shall be established which include proper evidence that goods and services are obtained prior to payment. Check disbursement entries shall be cross-referenced to applicable vouchers. Specimen signatures of persons authorized to approved vouchers for payment and authorized to sign checks shall be on file.
12. Travel expenses shall be itemized. Lodging charges shall be supported by itemized receipts.
13. An imprest petty cash fund may be established as determined by the Chief Executive Officer or his designee but shall be limited to the smallest amount necessary, not to exceed \$100 to fulfill the stated purpose. Petty cash disbursements shall be controlled and documented through established reimbursement procedures.
14. All projects involving the collection of receipts shall be supported by a detailed statement of receipts and expenditures. All project disbursements shall be made from the appropriate budgetary accounts. Revenue controls shall be established to assure an accountability of receipts. These controls shall include, where applicable, press-numbered tickets or receipt forms.
15. An annual audit shall be performed by an independent accounting firm. This audit does not preclude periodic audits by the County and State.