

ADMINISTRATIVE PROCEDURE MANUAL			
SECTION TITLE		NUMBER	PAGE
ESTABLISHMENT OF ORGANIZATIONAL ACCOUNTS AND DISBURSEMENT PROCEDURES		04-0307	1 OF 2
BASED ON BOARD OF TRUSTEES' RULE AND TITLE		DATE ADOPTED	
6Hx7-4.1 Budgets		November 21, 2019	



Purpose

The purpose of this procedure is to outline the process for a group at Florida State College at Jacksonville (FSCJ) to request an organizational account for the receipt or payment of funds related to the group’s purpose.

Procedure

A. General Rules

1. Student organizations must have a charter on file in order to be allowed to utilize student activity funding or to generate funds as a club.
2. Employee groups may also request organizational accounts at the College so long as their purpose is college-related (For example, Career Employees Council, Association of Florida Colleges (AFC), etc.).
3. Student and college affiliated employee organizations that earn funds through dues, donations and other fund-raising activities may request an account at the College be maintained for their group’s purpose. Student activity clubs and college affiliated employee organizations are prohibited from opening their own bank accounts at financial institutions.
4. Moneys collected from fund raising activities must be promptly deposited (generally two (2) business days) through a Campus Student Financial Services Office. Deposits should be made intact. This means that small amounts should not be used to pay petty cash items prior to depositing collected funds.
5. For student organizations, all disbursement requests will be submitted by students in writing to Student Life and Leadership. All organization disbursement requests will be approved by the student organization advisor, highest ranking student organization officer and the campus Student Life and Leadership Advisor. Written documentation/records of the club meetings should substantiate the request and be submitted to the Student Life and Leadership Administrative Assistant in order to request a disbursement prior to approval within Student Services. All disbursement request documentation is then subject to a compliance review by Accounts Payable prior to check disbursement.
6. Employee groups can request disbursements through the budget manager assigned to the account.
7. Student Life and Leadership and the budget managers of employee organizations are responsible for ensuring that all documentation and expenditures fall within approved College rules and administrative procedures. In addition, club funds cannot be used for the following:

ADMINISTRATIVE PROCEDURE MANUAL		
SECTION TITLE	NUMBER	PAGE
ESTABLISHMENT OF ORGANIZATIONAL ACCOUNTS AND DISBURSEMENT PROCEDURES	04-0307	2 OF 2
BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE ADOPTED	
6Hx7-4.1 Budgets	November 21, 2019	

- a. Alcohol
 - b. Illegal substances
 - c. Disbursements back to students (club officers cannot pay themselves as it presents a conflict of interest.)
8. FSCJ's Finance Department reserves the right to close Agency funds and transfer the balance to the Scholarship Fund if:
- a. The cash balance is \$50 or less and there is no activity for two years or
 - b. The cash balance is greater than \$50 without any activity for three (3) years (This is the definition of a dormant account per section 717, Florida Statutes).

B. How to Request an Organizational Account at the College

1. Once approval has been met in the Student Life and Leadership area, then the club advisor needs to obtain a current Agency Fund Authorization Form from financesecurity@fscj.edu, complete the form and send an executed version back to the same email for review. College affiliated employee organizations may open an organizational account with the same form.
2. The Director of Accounting will review the request. Approved accounts will be established and the requestor will be notified of the account numbers associated with their new account. If the account is not approved, the Director of Accounting will contact the requestor to discuss the reasons for non-approval.