



FINANCIAL CODE

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ICC 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 proposal will be submitted by the ICC Officers and ICC Advisor in the Fall.

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 Allocations #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 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 Club Roster/Financial Report must be completed and signed by the Designated Officers: President or Co-Presidents or Vice President, or Vice President/ICC Rep, Treasurer, Secretary and ICC Representative, other listed club officers and the club advisor(s) signature(s). The ICC Club Roster/Financial Report must be turned in no later than the sixth (6th) week of the Spring Quarter. There must be a minimum of four (4) and a maximum of seven (7) club officers. The ICC Club Roster/Financial Report must be completed whenever there is a change in club officers or club advisors or when the club changes its name or when a new club is established. All clubs that fail to do so will be placed on inactive status.
- B. The ICC will allocate \$100 for each new club who do not have funds in a previous club account. Reactivated clubs will receive their club funds from the ICC Inactive Hold if it was within one year of inactive status. If the previous club account has less than \$100 then the reactivated club will receive the additional \$100 allocation. The new club will receive the DASB allocation into their 44-xxxx club account after the club officers and club advisor attend a new club orientation meeting with 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. A Club Advisor for a new or reactivated club doesn't have to attend the New Club orientation Meeting if they are or has been a club advisor within the last two years.

C. Club Special Allocation request:

Club budget request forms are due no later than two (2) 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 by a club not on probation to be considered for the approval at the next ICC meeting. The budget request must have the two (2) Club Officers (President, Co-President, Vice President or Treasurer) designated signatures and a Club Advisor's signature. The club representative or the club advisor must be present at the ICC Agenda and ICC Meetings to present the budget request.
2. The ICC may fund on campus club events (speakers, film, and entertainment, etc.) to be held on De Anza College that is open to all De Anza students. The club must publicize the event and list "Funded partially by ICC" on printed publicity.
3. A club may request a second budget once their first budget request has been spent.
4. Items not funded are those that only benefit club members such as: club t-shirts, awards, refreshments for club events, capital equipment or off campus events, alcohol or illegal materials etc, and past items already paid by the club or club members/club advisors.
5. Items with Limitations:
 - a. Allocation for a speaker may not exceed \$300.00 and a panel of four or more speakers not to exceed \$800.00.
 - b. Allocation for an entertainment performer may not exceed \$300.00 and a group of 4 or more performers may not exceed \$1,000.00.
 - c. Allocations for a club banner may not exceed \$150.00 and is limited to one request every year. The club must submit the banner design at the ICC Agenda Meeting.
 - d. Allocation for a club event will not exceed \$1000.00.
 - e. Domain name and hosting service may not exceed \$150.00 per fiscal year (July 1-June 30).
 - f. Allocation for supplies for Club Day and Club sponsored event (usable goods decorations, paper, supplies, tape) will be limited to \$250.00 per fiscal year (July 1-June 30). May not be used for supplies to support a club fundraiser or to give away items.
 - g. Prepaid Printing Cards may not be used for Printing Charges.
 - h. Printing may not exceed \$250 per fiscal year (July 1 - June 30).
 - i. An annual membership may not exceed \$300.00 and requested in June for the next fiscal year (July 1-June 30).

6. Total allocations for club events will be limited to \$1400.00 per fiscal year (July 1-June 30).
7. All printed materials must be printed on recycled paper and state "Printing funded (partially) by ICC on all the materials.
- D. The ICC Chairperson, ICC Chair of Finance, ICC Chair of Programs, ICC Chair of Marketing 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 an email will be sent to the club and 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 or by June 30 if funding is for an event or purchase in June. Any amount left in the designated account for clubs after the three (3) weeks period shall be transferred back to the ICC Club Allocations account. Clubs may ask for an extension of three (3) weeks at the ICC Agenda Meeting but cannot go past June 30.
- F. Clubs can make object code changes after the budget request is approved at the ICC Meeting. Clubs should fill out the Object Code Change Form and secure the signatures of the club advisor and one of the designated club officers' signature and turn into the Student Accounts Office by Friday. The ICC Chair of Finance may approve the object code change or may submit it to the ICC Agenda Meeting for action with the other ICC officers.

IV. CLUB AWARDS

- A. Awards for ICC sponsored events (See Club Awards List) will be transferred to the club's 44-xxxx from the ICC Event Awards account.
- B. Clubs on probation will not be eligible for Club Awards from ICC.
- C. Clubs must attend the ICC meeting and the Fall or Winter or Spring Finale Receptions when an award drawing is held in order to win.

V. ICC SCHOLARSHIPS

The ICC Scholarships will be funded from the Inactive Club Account and ICC Dance or ICC fundraisers. There will be up to eight (8) \$1,000 Carolee Erickson Memorial ICC Scholarships offered per fiscal year (July 1 – June 30).

VI. ICC Account (#44 – 4320)

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 Officers at the ICC Meeting.

- A. All expenditures over \$350 must be approved by a majority vote of the ICC.

VII. CLUB 44-xxxx

1. Club event will follow Per Meal Policy: (which includes tax and tip)

Breakfast will not exceed \$10.00

Lunch will not exceed \$15.00

Dinner will not exceed \$30.00

The amount needs to include tax and tip per person. An original, itemized receipt needs to be attached to a requisition for reimbursement.

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 IX EXPENDITURES C. 3.)
- C. All cash receipts and disbursement and all official bookkeeping records shall be the responsibility of the Student Accounts Office Staff, who are covered under the District's Insurance Policy
- D. All club funds collected from any source shall be deposited on the first business day after receipt of funds.
- E. The Student Accounts Office 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 with a copy of the Club Meeting Minutes that approved the expense or submit the Club Meeting Financial Action Form (available at the Student Accounts Office or the ICC Literature Rack or on the website www.deanza.edu/clubs) and will secure the signatures of the Club Advisor, Club Treasurer or the Officer designated signatures and turn into the Student Accounts Office who will then get the signatures of the ICC Chair of Finance, the ICC Advisor, Dean of Student Development and the Director of Fiscal Services. Club/DASB account (#41-xxxx, DASB) will secure the signatures of the ICC Chair of Finance, ICC Advisor, DASB Chair of Finance, the Dean of Student Development and the Director of College Life and Director of Fiscal Services.
- B. The approved requisition needs to be turned into the Student Accounts Office and a check will be processed when all authorization signatures are secured.

Expenditures to transfer to another club's fund can only be for sharing experiences for joint sponsored events.

- C. The check request date should allow at least ten (10) working days to acquire signatures and data processing. The Student Accounts Office will facilitate the transaction in one of two (2) 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. Generally used for reimbursements to club members/advisors. Original detailed receipts are required.

If a cash advance is requested, it is limited to \$100 and will only be made out to the Club Officer designated signatures and must be signed by another Club 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 and any money not spent within fifteen (15) working days of the check date or June 30, whichever comes first, 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: All purchases that require payments to vendors and all services \$1,000 or greater, and all capital items will go on a District Purchase Requisition. Purchase orders shall be obtained through the submission of a district purchase requisition to the Student Accounts Office. If for an open P.O. for services, an Independent Contract is required. 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 Club Officer designated signature and Club Advisor(s) will need to turn into the Student Accounts who will get the signatures of the ICC Advisor, the ICC Chair of Finance, the DASB Chair of Finance (if DASB account) and the Director of Office of College Life, 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 then be created in the District's Banner System. District Material will issue a 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.

D. If the ICC Chair of Finance is not available, one of the other ICC officers will sign the requisition form. If there is no ICC officer available to sign, then the DASB Chair of Finance will sign.

E. If the ICC Chair of Finance is vacant, the other ICC officers can sign the requisition form. If there is no ICC officer available to sign, then the DASB Chair of Finance or DASB designate will sign.

X. FEES AND PENALTIES

If a club fails to pay a bill within a twenty –five (25) day period or by June 30, one of the ICC Officers or ICC Advisor 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 #44-4320.

- A. If there is a problem with the amount of the bill and the club is trying to clear matters up, then the ICC Advisor needs to be informed of the situation immediately.
- B. Any goods or services paid for by check must be validated by a receipt or a bill which must be returned to the Student Accounts Office Staff indicating that delivery has been made.
- C. If a club signs up for an ICC sponsored event/entertainment slot 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. The fine will go to the ICC #44-4320.
- D. 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 #44-4320.
- E. If a club doesn't sign up for Welcome Week by the 11th week (Friday) or missed their original signed up time and covered another shift, then the club(s) will be charged a \$25 fine and the money will go to ICC #44-4320. If a club is inactive then the \$25 fee will not be charged.
- F. If a club signs up for an ICC sponsored event, then they have up to (1) week in advance to notify one of the ICC Officers or the ICC Advisor about a change/cancellation to prevent a fine.
- G. If the club has less than \$25 left in their account to pay off their ICC Fine, then the ICC Officers will determine what community services the club must do instead of the fine.

XI. MAINTENANCE OF RECORDS

- A. Every club shall maintain accurate record of all income and expenditures and shall open their Financial Records to an audit by the Director of Budget and Personnel and ICC Officers, Student Accounts Office Staff or District Internal or External Auditor at any time. DASB funded accounts may be reviewed by the DASB Chair of Finance.
- B. An annual audit of all DASB accounts, 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 AND INDEPENDENT CONTRACTS

Contracts for orchestras, facility rental, entertainers, athletic events, speakers, etc., must be signed by Director of Fiscal Services. 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. All services \$1,000.00 or greater require a District Purchase Requisition for a District P.O. to be generated

- A. A person seeking the funds from DASB/Club Account for payment shall fill out the proper form (obtained from the Student Accounts Office or the ICC Literature Rack or at the Student Accounts website www.deanza.edu/studentaccounts, and will secure appropriate approval signatures.

XIII. CLUB FUNDRAISERS, COLLEGE LIFE FUNDRAISER/MONEY COLLECTION FORM

Clubs must complete the College Life Fundraiser/Money Collection form for each fundraiser activity or collecting funds for any reason 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. The ICC Advisor will complete the form for De Anza Flea Market and the ICC Fall Dance.

XIV. DONATIONS TO CLUBS

1. Donations to a club can be deposited directly to the club's account at De Anza College Student Accounts only if the donor is not claiming as a tax deduction. Checks should be made payable to De Anza College followed by the club name.
2. The District Foundation Office will issue individual receipts for individual donations of \$250 or more or upon request.
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 College Life Fundraiser / Money Collection Form

XV. USAGE OF DE ANZA FOOD SERVICE PRE AUTHORIZATION FORM AND PRINTING SERVICE

1. Clubs must meet with ICC Advisor to schedule De Anza food or room clean up or process a De Anza printing request.

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.

Adopted: January 1988
Revised: May, 1988
Revised: July, 1988
Revised: June, 1990
Revised: April, 1993
Revised: December, 1994
Revised: June, 1994
Revised: June, 1995
Revised: June, 1996
Revised: May, 1997
Revised: December, 1997
Revised: February, 1999
Revised: May, 2000
Revised April, 2001
Revised October, 2001
Revised: April, 2003
Revised: May, 2003
Revised: June, 2003
Revised: October, 2003
Revised: January, 2004
Revised: June, 2004
Revised: November, 2004
Revised: January, 2005
Revised: March, 2005
Revised: May, 2005
Revised: June 8, 2005
Revised: March 15, 2006

Revised: April 19, 2006
Revised: October 18, 2006
Revised: November 22, 2006
Revised January 31, 2007
Revised March 7, 2007
Revised: June 6, 2007
Revised: March 5, 2008
Revised: November 19, 2008
Revised: May 27, 2009
Revised: May 17, 2010
Revised: November 17, 2010
Revised: April 20, 2011
Revised: June 1, 2011
Revised: February 1, 2012
Revised: November 30, 2012
Revised: January 27, 2014
Revised: November 19, 2014
Revised: January 21, 2015
Revised: February 10, 2016
Revised: February 1, 2017
Revised: May 10, 2017
Revised: Jan 12, 2017
Revised: Jan 26, 2018
Revised: Jan 23, 2019