STUDENT LIFE

FINANCIAL PROCEDURES 2013-14

NORTH HENNEPIN COMMUNITY COLLEGE
Student Life Activity Fund
Financial Procedures
Prepared by: Student Life Committee

I. College Vision, Mission, Values and Strategic Goals

1. The Vision Statement of North Hennepin Community College: *Opportunity Without Limits, Learning Without End, and Achievement Beyond Expectation* .

2. The College Mission: *Engaging Students, Changing Lives.* North Hennepin Community College creates opportunities for students to reach their academic goals, succeed in their chosen professions, and make a difference in the world.

3. The College Guiding Values: *We believe in the power of education to change lives. Toward that end, we:*
   - Inspire intellectual curiosity
   - Embrace diversity of all kinds
   - Foster trust and respect
   - Expect quality and continuous improvement
   - Encourage creativity and innovation
   - Promote individual responsibility and integrity
   - Invest in professional and personal development
   - Build strong, collaborative partnerships
   - Serve as responsible stewards of college resources

4. The College Strategic Goals:
   - Access, Opportunity, and Success
     Maintain academic standards and stable enrollments while increasing retention and completion

   - Innovation and Relevance
     Maintain curriculum that is relevant and effective while developing innovative new courses and programs

   - Culture of Commitment
     Develop a more rewarding, engaged, and inclusive college environment

   - Workforce and Community
     Expand effective partnerships within and beyond our community.

II. Student Life Mission, Vision, and Values

1. The Student Life Mission promotes:
   - Student Growth and Development
   - Student Leadership and Governance Opportunities
   - Activities and services for the social, intellectual, cultural, emotional and physical wellness of students.

2. The Student Life Vision states the program will be:
   - Recognized by the students, faculty, staff and administrators for its excellence
   - Recognized as a valued and integrated co-Curricular Component of the College

3. The following Student Life Core Values are used as guidelines to provide students with:
   - A Sense of Belonging
   - Open Minded Learning
   - Student Centeredness

4. The Student Life Strategic goals are:
   - Increase participation in student leadership and government activities
   - Increase the awareness of student life activities through increased communication
   - Promote and offer a balanced array of social, intellectual, cultural, emotional and physical wellness activities
   - Manage the Student Life resources to be aligned with the strategic plan
   - Evaluate each Student Life Area
   - Student Life Programs will offer a variety of ways for students to feel a sense of College Community – A sense of belonging.

III. Student Life Budget Guidelines and Budgeting Process

1. Student Life enrollment projections coincide with the College's enrollment projection for the next fiscal year.

2. Student Life personnel costs are projected using FY11 actual personnel costs, including a projected inflation factor that coincides with the College's personnel projections for the next fiscal year.

3. The budget will reflect the projected personnel and non-personnel costs.

4. Student Life will have a balanced operating fund budget.

5. Student Life will have an annual contingency fund to cover unexpected costs.

6. Student Life will have a reserve fund, in addition to the annual contingency fund, to cover unexpected losses or changes in funding.

7. Student Life budget process will reflect the student life strategic plan.

8. Student Life areas develop their individual budget process and submit it to the Life Committee for review. (In accordance with MnSCU Policy 2.8 and Procedures 2.8.1)

9. Student Life Committee will develop the Student Life budget and recommendations, and then submit it to the Student Senate for final review.

10. Upon receiving approval from the full Student Senate, the members of the Student Life Committee present the student life budget to the College President and designees for approval.

11. At a later time, before the end of the semester, the College President will notify the Student Senate and Student Life Committee of the agreement or of modifications to the budget. If there are modifications the President will meet with the Student Life committee members.

12. The final budget will be forwarded to the Accounting and Fees Director.

Additional Guiding Principals Used for FY 14 Budget Planning

- Funding for Out-of-State Travel and/or Conferences, must be requested, approved and funded by the Full Student Senate.
- Funding food for on campus meetings and campus-wide events were approved.
- "Miscellaneous" line item budget requests were not approved
- Funding for student attendance at off campus events that are open to the general public can be requested from the Full Senate, provided the event is relevant to the club's mission.
- Budget requests that conform with the Student Life FY14 Guiding Principles will be funded by Student Life.

IV Financial Guidelines

The student life program shall follow the established financial/business practices to ensure the proper use and stewardship of public funds referred to as the student life fee. Student life activities shall be consistent with M.S.136F.01 subdivision 5, which states:

"Student Activities" means lectures, concerts, and other functions contributing to the mental, moral and cultural development of the student body and community in which they live, athletic activities, including intercollegiate contests, forensics, dramatics and such other activities of any nature as in the opinion of the board contribute to the educational, cultural or physical well being of the student body".

The student life program shall be administered in accordance with M.S. 136F.72 Subd.3, which states:

> "Each college and university, independent of other authority and notwithstanding chapters 16A, 16B, and 16C, shall administer its activity funds. The board, independent of other authority and notwithstanding chapters 16A, 16B and 16C, shall administer the administrative fund established in the system office. **All activity fund money collected shall be administered under the policies of the board, subject to audit of the legislative auditor".**

Student Life funds are exempt from budgetary control as exercised by the commissioner of finance (136F.71, subd.2). Refer to Section X of this document.

The student life program shall be administered in accordance with MnSCU policies 2.8 and procedure 2.8.1. The 2.8.2 subpart E states the following:

1. The student/life activity fee shall fund only activities included under Mn Statute Section 1367.01 Subd. 5, consistent with appropriate use and commonly accepted business practices. (Refer to the first paragraph under the heading of financial guidelines above.)

2. The institution president or designee and the campus student associations shall jointly establish guidelines on appropriate business practices for expenditures from the student life/activity fund.

3. Student life funds shall not be used to fund:
   - Purchase of alcohol
   - Donations to college or university foundations or other external charitable organizations or
   - Scholarships or grants to individuals

4. Student leader tuition waivers and/or stipends shall be funded by the student life fund upon the recommendation of the campus student association and approval by the president. The institution determines whether taxes are required to be withheld.

5. Waivers of tuition and fees will generate a reduction of the Student Life Fee revenue in the Student Life fund.

6. The student life committee may agree to provide funds for its' own support through the student life budget process i.e. security for a student sponsored event.

V. Student Life Fees

1. The student life fee for FY 13 is $5.00 per credit including on-line courses.

2. Theater Ticket prices effective beginning in FY 11:

Current NHCC Students Faculty & Staff	2 free tickets for all Productions including Musical Productions
Non NHCC Students & Seniors	$5.00 Non-Musical Productions $7.00 Musical Productions
Non NHCC Adults	$8.00 Non Musical Productions $10.00 Musical Productions

3. Chamber singers and/or Choir
   Community members participating in Chamber singers and/or Choir must pay the $5.00 Student Life fee, per credit for the number of course credits at which each of these classes is listed.

VI. Financial Procedures

In light of the above, Student Life has developed the following financial procedures that insure commonly accepted business practices while providing flexibility for the business office to work with student life in cases where variation may be necessary. Variations include: food and meal purchases, pre-payments, clothing, and other purchases that fall within student organization missions.

A. Requisition Forms (Requesting Expenditures)

Organizations will be expected to complete a "Requisition Form" when goods and services are provided to the organization. A "Purchase Order" is required prior to any financial expenditure i.e. ordering any supplies, equipment, services or activities. Organization representatives are to work with their advisor or the student life staff, in advance, if there are any questions related to any purchases.

The *Requisition Form* must have the following information:

- Organization's account number
- Quantity of the purchase
- Description of the expenditure
- Price per unit/Total price (unity price times the quantity)
- Vendor's state and federal identification number
- Vendor's address and phone number
- Social security number, if a check is to be issued to a person and not a company.
- Total amount
- Name of organization
- Organization's president's signature

- Organization's advisor's signature and advisors office phone number
- Student Life Director's signature

If you need to fax or call the order in, please note this on the Requisition form and you will be called when the purchase order is complete. Do not place the order until you have the purchase order number.

In accordance with MnSCU policy, Chapter 5.14, System Procedure 5.14.5, "Funds must be encumbered prior to making an obligation through an authorized employee certifying that the accounting system shows sufficient allotment or encumbrance balance in the fund, allotment, or appropriation to meet it. An expenditure or obligation authorized or incurred prior to encumbering funds is illegal and ineligible for payment until made valid and is in violation of M.S. 16A.15, Subd.3. An employee authorizing or making the payment, or taking part in it, is liable to the state for the amount paid. A knowing violation of M.S.l6A.15 Subd.3 is just cause for the employee's removal. The state cannot agree to indemnify third parties or hold them harmless.

B. Purchase Orders

The Accounting and Fees Office will issue a purchase order number after they have processed the requisition form. Allow 5-7 days. All purchase orders will be mailed directly to the vendor when completed, unless you request it to be returned to you. If you need to fax or call the order in, please note this on the Requisition form and you will be called when the purchase order is complete. Once the organization has received the purchase order number, the items can be purchased.

C. Receipts

The receipt must be kept and submitted to accounting and fees with a copy to the student life office. The receipt should be signed indicating goods or services have been received.

D Invoice forms

Vendors are to submit invoice forms directly to the accounting and fees based upon the purchase order. If the expenditure is more than the original request, the purchase order can be modestly increased. If the expenditure is less than the expenditure, a request needs to be made to unencumber the remaining funds.

The College invoice forms may also be used when a service or activity is going to be provided and the vendor does not accept a purchase order. The Accounting and Fees office will make payment from the College invoice after services have been rendered. If a check is required the same day of the event the invoice form must be submitted to Accounting and Fees in advance. Preferably 7-10 days in advance.

E. Payments

1. **Vendor payments:** Vendors will receive payment information on the Purchase Order. Accounting and Fees office will forward the invoice to the student life division for authorization of payment.

2. **Student Payments:** Students being paid from the Student Life fund for purchases made must submit an invoice for expenses incurred**.** Students being paid from the Student Life fund for services rendered, must be set up as a state vendor. Allow 7-10 days for this process.

3. **Advisor Payments**
   Advisors receiving expense reimbursements from the Student Life organization account, an employee must request advance authorization. Employees must complete the employee expense form and all payments will be added to the payroll of the advisor after expenditure forms are submitted with the Student Life Director's signature. Student clubs and organizations may have more than one non-faculty advisors but are limited to only one advisor. (Student clubs with more than one faculty member during FY09 will be "grandfathered-in" until there is a change in advisors.)

4. **Payment of Expenses/Reimbursements**
   Request for reimbursements must be authorized by the student organization advisor and the Student Life director prior to departure. Students must save all receipts for all authorized expenditures. All receipts will be submitted to the business office for the purpose of record keeping and balancing of all accounts. Reimbursement requests must be made within 30 days of the event. Contact the student life office for the appropriate forms for completion.

   Reimbursement requests without prior approval are only approved in special circumstances. Contact the student life director for more information regarding reimbursements.

E. Deposits

All recognized student organizations are required to keep all organizational income and funds in an on-campus account with the Accounting and Fees office. Deposits must be made the same day collected. They are not to be stored in an office or taken home. To deposit funds into your account you need to separate checks and cash and bundle them separately with a total. Then take it to the Accounting and Fees office located in the educational services building. Make sure to write the total amount deposited and the organization's name and account number on the slip of paper. The Accounting and Fees office will deposit the funds into the account listed and a receipt will be given to you for your records. Please provide student life with a copy of the receipt for their records.

VII. Travel:

Travel requests must be submitted to Student Life no later than 3 weeks prior to departure date. Especially when out of state travel is being pursued. The student organization advisors and the Student Life Director must authorize any travel for students who must go off-campus to conduct NHCC student organization business. Students are not to make any arrangements for travel, lodging, or meeting/conferences. The advisors or the Student Life office will make all travel arrangements.

Students will be held liable for all costs if students make their own travel arrangements and/or fail to attend the event.

1. **Student Club/Organization Conference/Workshop Participation In-State and Out-State**
   a. Student Life will fund conferences in accordance with State Statutes, MnSCU and NHCC policies and Student Life Financial procedures and guidelines.

   b. Following conferences, student participants must share the information gained from the conference on campus through an avenue of their choice (e.g., hosting a workshop, hosing an information session, presenting information to the full senate).

   c. Funding for student attendance at off campus events that are open to the general public can be requested from the Full Senate, provided the event is relevant to the club's mission.

2. **In State**
   a. The Student Life Committee or the Full Senate will limit the number of participants for whom it approves funding to a maximum of four (4) people.

   b. Student clubs and organizations will need to fundraise to cover additional participants approved to travel.

   c. The Full Student Senate may approve 50-50 matching funds of any fundraising efforts to help offset costs for additional participants. (This means if the club raises $100.00 they may request $100.00 from the full senate.)

   d. Exceptions to the above may be requested to the Full Senate on a case by case basis.

   e. The College vehicle is to be used in lieu of private vehicle when available. Arrangements for the College vehicle are to be made by the advisor or student life office.

- (The Student Senate Executive Board will be exempt from a-d above, as MnSCU policy identifies the College's Student Senate as the official voice of the student body.)

Members are to make sure requisitions forms are completed in advance for:
a. Lodging
b. Conference fees

Prior approval must be received by the student organization advisor and Student Life Director for any student's meal and mileage amounts.

3. Out of State (Traveling outside of MN)

a. Funding for Out-of State Travel and/or Conferences, must be requested, approved and funded by the Full Student Senate.
b. All student clubs must have Out of State travel requests approved by the College President, prior to making any travel arrangements.
c. The Student Life Committee or the Full Student Senate will limit the number of participants for whom it approves funds to 4 students and 1 advisor.
d. Student club and Organization advisors must travel Out of Minnesota with the Students.
e. Student clubs and organizations will need to fundraise to cover additional participants.
f. The Full Student Senate may approve 50-50 matching funds of any fundraising efforts to help offset costs for additional participants. (This means if the club raises $100.00 they may request $100.00 from the full senate.)
g. Exceptions to the above may be requested to the Full Senate on a case-by-case basis.

- (The Student Senate Executive Board will be exempt from a-f above, as MnSCU policy identifies the College's Student Senate as the official voice of the student body.)

The Minnesota State Colleges and Universities Out-of-State Travel request form must be completed and approved in advance by the College President (no later than three weeks in advance) for any NHCC student who plans to travel outside the State of Minnesota while representing the College. Authorization must be obtained by the student organization advisor, Student Life Director and the College president prior to making any travel arrangements.

Members are to make sure requisitions forms are completed in advance for:
a. Lodging
b. Conference fees
c. Airline
d. Rental vehicles
Prior approval must be received by the student organization advisor and director of student life for any student's meal and mileage amounts.

Students may request advance meal per diem for out of state travel. An agenda of the conference must be submitted along with the completed travel request forms for each student.

4. Meal Allowances

Students authorized to be in travel status shall not receive meal allowances for meals provided by conferences or banquets. For meals not provided, students may request per diem meal allowances. Prior approval must be granted for all allowances incurred for travel.

Student meal allowances will be in accordance with the Commissioners Plan. "Students authorized to be in travel status shall be reimbursed for the actual cost of meals up to the maximum allowed in the current Commissioners Plan under the current year's contract.:

a. Breakfast: Breakfast reimbursement may be claimed only if the student is only in travel status overnight or departs from home in an assigned travel status before 6:00a.m.

b. Noon Meal: Lunch reimbursement may be claimed only if the student is in travel status and is performing work more than 35 miles from the college and the assignment extends over the normal noon meal period.

c. Dinner: Dinner reimbursement may be claimed only if the student is away from his/her home station in a travel status overnight or is required to remain in a travel status until after 7pm.

d. Reimbursement Amount: Maximum reimbursement for meals including tax and gratuity shall be: (Reimbursement amounts are based upon the Minnesota State Employees Union AFSCME, Council 5 AFL-CIO Contract)

Breakfast:	$7.00
Lunch:	$9.00
Dinner:	$14.00
Total	$30.00 (Maximum daily meal reimbursement)

5. Overnight Travel

Students who incur expenses for lodging shall be allowed reasonable costs of lodging, in addition to the per diem meal rate while away from NHCC. Request for travel forms must be completed, and authorized by the student organization advisor and student life director. A requisition for lodging will need to be completed in advance and forwarded to the Accounting and Fees office. <u>A check will be rendered for payment to the commercial agency for lodging.</u>

6 Mileage Reimbursement

Students are to secure and use the College vehicle. When the College vehicle is not available students may receive mileage reimbursement based on the IRS mileage rate. Contact the student life office for the most current rates.

All expense reimbursements for mileage will require documentation to support the mileage claimed. A MapQuest printout is acceptable documentation or use of reliable internet mapping tools. This documentation must be submitted with your expense report.

VIII. Special Expenses, Conferences

Special expenses such as conference fees and banquet meal tickets incurred as a result of authorized business, students shall submit a pay order for the actual cost of the conference or special expense at least three weeks prior to the departure to the student life office and forwarded to the Accounting and Fees office. A check will be rendered for payment to the commercial agency.

IX Receipts

All students with prior authorization for travel, lodging, special expenses and advances must keep all receipts of the expenditures incurred by the individual. These receipts will be submitted to the business office for the purpose of record keeping and balancing of all accounts. Failure to submit receipts may result in the student(s) repayment to NHCC (out of pocket) for advances that were received.

X. Food

Student Life funding will be permitted for food, for on campus meetings and for campus-wide events.

X1. T-Shirts

Student Clubs/Organizations requesting t-shirts must present their proposal to the Full Student Senate. T-shirts that are funded with Student Life money must include North Hennepin Community College and Student Life language.

XII. Equipment

All equipment purchased with student activity fees becomes the property of Student Life and North Hennepin Community College. Equipment includes items such as computers, printers, sports equipment, office furniture or other items with a useful life of 5 or more years. Student organizations are responsible for all College equipment in its possession and should keep their equipment in a reasonable state of repair.

Equipment purchases should be for official organizational use only. Property of the College may not be sold or transferred to other parties without prior consent of the College Administration and the student organization advisor and student life director.

XIII. Payments for Events and Entertainers: Partial Pre-payment and Day of Event payments

Requisitions and/or invoices need to be completed in advance for events and entertainers whether or not payment will be received on the date of the event, partial payment is involved or payment is mailed. As long as the appropriate paperwork is completed and the Accounting and Fees office has established the vendor, the Accounting and Fees

office will provide partial and/or day of event payments for events and entertainers with student life funds using the cost centers beginning with 990.

XIV. Prize guidelines for Student Life Events

Prizes for Student Life events will be reasonable based on the type and size of the event and determined by the Student Life group or organization sponsoring the event---with the advice and consent of the Director of Student Life. Prizes may only be distributed to currently enrolled students at NHCC, may not be cash awards, and should not exceed the following guidelines (unless a specific exception is approved by the Student Senate).

1. Prizes for campus-wide *Student Life* events should be kept to a maximum of $1,000.00 per activity/event; and,

2. Prizes for *club sponsored* activities/events should be kept to a maximum of $300.00 per activity/event and be appropriate to the club's mission.

3. All organizations have the option of utilizing donations as prizes (if appropriate) and these donations' values are not included in the above funding maximums (i.e. the donations could exceed the above limits.)

XV. Contracts

1. Student Life shall utilize the appropriate MnSCU and College contract when guest speaker(s), entertainers(s), or clinician(s), charge a fee.

2. Contact the Student Life Director/designee for appropriate forms.

XVI. Credit Card

A credit card is available for purchases where the vendor does not accept a Purchase Order.

XVII. Fundraising Guidelines

Review MnSCU policies 5.15 and 7.7 on the MnSCU website regarding fund raising and gifts and donations.

1. All student club fundraising initiatives must be approved by the club's advisor and then by the Student Life Director.
2. Student Life funds cannot be used to purchase items for re-sale in order to fundraise.
   Example: student life funds cannot be used to purchase candy and then be resold for a fundraiser. This is the case even if the proceeds are first returned to Student Life and then the difference is targeted for the fundraising initiative.

3. Students must use outside funding to conduct a fundraising initiative, i.e. donations i.e. Personal dollars.

4. All student clubs planning to conduct a fundraiser must first complete the Student Life fundraising request form. Fundraising initiatives must be specific: state the purpose, dates, and times.

5. Income collected must be counted and deposited daily in the Accounting and Fees office. A copy of the receipt must be given to the student life director.

   If funds are collected after Accounting and Fees are closed for the day, those funds must be locked up and brought to Accounting and Fees the next day for deposit into the organization's cost center. A copy of the receipt must be given to the Student Life Director.

6. At the completion of the fundraiser, the Student Life fundraising report form must be completed and submitted to the Student Life Director.
   A brief report describing the outcome of the fundraiser must be provided to the Student Life Director. Information including participation, where it took place, dates, times, did it go as planned, what worked well, what didn't work well, and the total amount of money collected must be summarized in the report.

7. The Foundation office must be notified when a student club plans to contact any community agencies for fundraising.

8. The money collected for the fundraiser goes into a fund that is separate from the club fund. This fund can be used to set up future fundraisers and accomplish club initiatives.

9. Multiple student organizations can collaborate on fundraising initiatives.

10. Regarding donations, if an organization (outside agency) requires a letter to document their donation Student Life cannot provide the tax letter; the donation will either be made to NHCC foundation or possibly to the Mn State College Student Association (MSCSA). Then either of these groups may forward the donation to the Student Club/Organization.

11. Contact the student life office if you have additional questions.

12. The completed Fundraising Form needs to be attached to the Accounting & Fees cash box request form.

13. To access the funds from the fundraising initiative complete the appropriate Accounting and Fees request form.

XVIII. Internal Audits

The campus student senate or student life committee may request that the institution provide a detailed accounting or audit of the student life fund which shall be made

available to interested parties. The cost of these audits shall be borne by the institutions student life fund.

XIX: Carry forwards

In compliance with MnSCU policy 2.8 student life fund balances shall carry forward into the next fiscal year.

XX: Contingency/Fund Balance

Student Life will have an annual contingency fund to cover unexpected costs.

Student Life will have a fund balance, in addition to the annual contingency fund, to cover unexpected revenue loss due to reduction in enrollment. In compliance with MnSCU policy 2.8, the status of the student life budget reserves shall be annually reported to the student life committee. Interest earned from the student life fund shall be credited back to that fund.

The student life fund balance shall have one year's worth of operating costs.

Updated based upon the approved 2013-14 Student Life Committee recommendations presented to the College President 05/06/13