

# **CPTC Procedure: Student Activity Fund Guidelines**

## **Purpose**

The Student Activity Fund provides support and resources for student-sponsored and endorsed activities.

## **Establishment of Student Activity Fund**

1. The Student Activity Fund is derived from student activity fees collected each semester.
2. Each sanctioned student organization submits a detailed annual budget request to the Student Government Association (SGA) prior to the beginning of each academic year. The SGA allocates the budgets for each student organization and establishes the budget for college-wide activities.
3. The student activity fund budget is signed by the SGA President and advisor, and approved by the Vice President for Student Affairs and the College President.
4. After approval of the student club budgets, requests for disbursements shall require the approval of the faculty/staff advisor. Disbursement requests shall be cross-referenced to the budget approved by the SGA.
5. Amendments to the budget during the year must go through the process as outlined above.

## **Unforeseen Circumstances**

The SGA approves any expenditure from the student activity fund. The SGA may, at its discretion, provide for any after-the-fact approval of expenditure in the event of unforeseen circumstances. Such provisions should include the documented approval by the SGA no later than the next scheduled meeting.

## **Record Keeping**

All activity of the student activity fund account is recorded in CPTC's accounting system. The Administrative Services division is responsible for distributing the student activity funds. The SGA will be provided financial reports that show the status of projected income and expenditures versus the actual receipts and disbursements of student activity funds.

## **Oversight**

The College President delegates oversight of the SGA to the faculty/staff advisor and the Vice President for Student Affairs. The President is authorized to disallow any budgeted or planned expenditure that, in his or her judgment, is not in the best interest of the students or the College or violates existing law or policy guidance.

## **Responsibility:**

The Vice President for Student Affairs has the overall responsibility of ensuring this procedure is implemented.

**Adopted:** June 2, 2014

**Reviewed:** February 21, 2023