



Club Finances Guide

Version 1
02/03/2025

Revised:

Please send feedback to Marie Yokers
myokers@sdccd.edu

SAN DIEGO MESA COLLEGE
Interclub Council

Table of Contents

Please click on the section that you want to know more about

- 1) What Encompasses Club Finances
- 2) Financial Documents
 - a) Club Agency Deposit Form (Money In)
 - i) Completed Example
 - b) Authorization of Expenditure of Club Funds (Money Out)
 - c) Complete step-by-step walkthrough
(from conception of financial process to submission of all documents)
- 3) Fundraising
 - a) Ways to Fundraise
 - b) Restrictions on Fundraising
- 4) Frequently Asked Questions (FAQ)

Section 1:

What Encompasses Club Finances

Every registered club at San Diego Mesa College has a financial account with the Student Accounting Office. These accounts are open once money is deposited under their club's name (usually through the club requesting ICC Seed Funding or through the depositing of Vending5000 funds at the end of the semester).

All club finances must operate out of this on-campus finance account. Money moves into the account either through the depositing of club funds at the Student Accounting office, or through a transfer of funds from another San Diego Mesa College financial account. Money leaves the account ONLY through the use of the Authorization of Expenditure of Club Funds form.

These procedures are put forth by the Board of Trustees of the San Diego Community College District, and this document aims to simplify the language from these policies for everyday use for campus club officers (most notably Club Presidents and Club Treasurers).

This document encompasses guidelines from the following Board Policies:

- [Administrative Procedure 5400 – ASSOCIATED STUDENTS ORGANIZATIONS AND GUIDELINES FOR STUDENT CLUBS AND ORGANIZATIONS](#)
- [Administrative Procedure 6905.1 – District Enterprise Activities and Food Vending](#)

Section 2:

Financial Documents

There are two main financial documents that you will be working with that can be broken down into either money going into the account (money in/deposit) or money leaving the account (money out/withdrawal). These documents are:

Club Agency Deposit Form (Money in/Deposit)

and

Authorization of Expenditure of Club Funds (Money out/Withdrawal)

There are certain processes that need to be followed for both of these documents. Please read on for guidance on both documents, to be followed by a complete step-by-step guide. The step-by-step guide aims to guide the student from the idea creating step all the way to when the student leaves the document with the Student Affairs team.

Section 2a:

Club Agency Deposit Form

This is the form that will be used when depositing money into the account in the form of Cash and/or Check. This document, along with the funds, will be dropped off at the Student Accounting office by the Club's Treasurer.

Cash should be fully consolidated in an envelope that is stapled to the Club Agency Deposit Form.

Checks should be completed in the following way:

- Checks are made payable to the order of San Diego Mesa College
- The memo line is where the club's full official name will be inputted (NO ABBREVIATIONS)
 - See below for an example:

The image shows a sample check from ABC Bank. The check is dated 01/01/2025 and is payable to San Diego Mesa College for the amount of \$100.00. The amount is written in words as "One hundred and 00/100". The check includes the bank's name, address, and a signature line. The check number is 186. The security features details are on the back.

DATE 01/01/2025 186
10-12365427-0

PAY TO THE ORDER OF San Diego Mesa College \$ 100.00

One hundred and 00/100 DOLLARS

ABC BANK
456 STREET #6
ANYTOWN, USA 03318

FOR Official Club name Signature

⑆00⑆1925097⑆⑆2⑆37757⑆0⑆186

Club Agency Deposit Form should be completed in the following way (please see next page).

Received by:

Section 2b:

Authorization of Expenditure of Club Funds

Form

This is the form that will be used when withdrawing money from the account. In this document, the Authorization of Expenditure of Club Funds will be abbreviated as “AECF”. This form will be used in the following ways:

- **Reimbursements:** A club representative will spend money from their own account/wallet to fund a club event, most common and straightforward financial process
 - **Required accompanying documents:** Club Minutes showing the vote to reimburse a specific student in the amount spent (example to follow), a receipt from the purchase (if an online receipt must show last 4 digits of cc number and name), and a completed AECF form.
- **Cash Advancement:** A club representative will receive a check in a certain amount from the account, and return any remaining funds, second most common financial process
 - **Required accompanying documents:** Club minutes showing the vote and identifying the recipient of the cash advancement, and a date that the money is needed by (give a minimum of two weeks), and a completed AECF form. After the event, it **MUST** be followed by a Club Agency Deposit Form that returns all leftover funds, and all receipts (either from the recipient as a check or cash).
 - *If the recipient does not produce the difference between the receipts and the cash advancement amount, an administrative hold will be placed on the student's account until that amount is produced and returned.*

Section 2b Continued:

- **Transferring Funds:** One club will send a certain amount to another club account or account on campus, almost exclusively used by the AS and ICC
 - **Required accompanying documents:** Club Minutes supporting the transfer of funds showing how much to be transferred and the club account to be deposited into, and a completed AECF form.
- Payment to a Third Party: Some clubs will choose to donate funds to a charity, or pay a vendor directly from the club account. This is rarely used (***NOTE: If your club wants to hire a Vendor, contact the ICC as soon as possible***)
 - If donating to a charity: minutes approving the mailing of the check, and the amount, and a completed AECF form.
 - If paying a third party vendor: W9, an invoice from the vendor, club minutes that show the approval of the vendor and their price. And a completed AECF form.
 - *Please note that there are contracts that Mesa college has with certain vendors which have a Right of First Refusal with Mesa college (most notably, our on-campus food provider Company Kitchen).*

Please contact the ICC for guidance as soon as possible BEFORE hiring a vendor.

Please see the next section for a complete step-by-step walkthrough for the reimbursement process, as this is the most common and preferred method.



SAN DIEGO
MESA COLLEGE

Interclub
Council

Club Reimbursement Step-by-Step Walkthrough

Step 1:

Discuss within your group what you would like to purchase

This is the best time to brainstorm what items your club would like to purchase, and set a budget

*****Note that if you are buying food/drinks and your event is open to more than just your club members (e.g. a table outside that students will walk by and take/purchase food from) the food/drink MUST be individually sealed in original factory/facility packaging.***

Step 2:

Have your designated purchaser buy the item(s) and save the receipt

If buying online: be sure that the receipt has a delivery address, billing address, and shows the last 4 digits of the card used to purchase visible.

Please purchase your club supplies in a separate transaction from any personal purchases!

Step 3:

Either call a special meeting, or during your next regular meeting, VOTE to reimburse the purchaser in the amount that they spent

Be sure to record this information into your minutes. Your minutes should include the following pieces of information:

Attendance (who all is there; Full Names of officers required, full names of regular club members not necessary but preferred).

Step 3 Continued:

The verbiage below that reflects the vote accurately:

Motion to REIMBURSE **[Student's Full Name]** in the amount of **[Total \$ amount for reimbursement]** for the purchase of **[description of items purchased]** for the purpose of **[explanation of where these things were used]**

Moves: **[Full Student Name; *this will be the person who moves the vote forward*]**

Seconds: **[Full Student Name; *this will be the person who agrees to move the vote forward*]**

Vote results: **[Number of students FOR] - [Number of students OPPOSED] - [Number of students ABSTAINING]****
(#for-#opp-#abstain)

***You will have at least one abstain, as the student being reimbursed cannot Move, Second or vote in any way for their own reimbursement.*

Step 4:

Complete the Authorization for Expenditure of Club Funds form

Ideally, this should be completed by your club's treasurer, but can be completed by any club officer

Complete the top portion with the student being reimbursed full information

EXAMPLE:

SAN DIEGO
MESA COLLEGE | Interclub
Council



AUTHORIZATION FOR EXPENDITURE OF CLUB FUNDS

DATE: 10/16/2024

Make check payable to:

☐

MAIL

☒

HOLD

NAME: Student First and Last Name

CSID#: 55500000000

ADDRESS: Student's Street Address

CITY: Student City

STATE: CA

ZIP: ZIP

PHONE#: Student's Phone Number

EMAIL: Student's preferred email address

CLUB ACCOUNT TO BE CHARGED: YOUR CLUB'S OFFICIAL NAME

REIMBURSEMENT? CASH ADVANCE? OTHER? Reimbursement

Note that the club account to be charged is your club's FULL OFFICIAL name (No abbreviations or acronyms)

*******Note on the "Hold" vs "Mail" Selection in Step 6**

Step 4 Continued:

Then for the table below the student's information, fill in the purchases that have been made, including their dates of purchase and their amounts (the fillable PDF will add the total in the Total Box for you)

EXAMPLE:

<u>IMPORTANT</u> Submit this form with the appropriate supporting documents SEE NEXT PAGE FOR DETAILS <i>FAILURE TO PROVIDE THE APPROPRIATE SUPPORTING DOCUMENTS MAY RESULT IN DELAYS IN PROCESSING</i>	Event Name & Company Name of Goods/Services	Date	Amount
	Example store #1	10/12/24	\$ 30.15
	Example store #2	10/13/24	\$ 15.18
Total Amount			\$ 45.33

Finally, get signatures from your club's advisor and a club officer that is not being reimbursed

EXAMPLE:

Club Advisor: Professor Name Ext 2699
Type/ Print Name Signature Ext.

Club Representative: Student Representative (NOT being Reimbursed) 619-388-2699
CANNOT BE FUND RECIPIENT Type/ Print Name Signature Phone

Dean of Student Affairs: _____ Date: _____
Signature

In the event the person being reimbursed is your club advisor, the ICC advisor, Courtney Lee, will sign instead.

Step 5:

Bring the completed Authorization for Expenditure of Funds form, the minutes showing the vote (with the vote section highlighted), and the original receipts all stapled together to the Student Affairs office (I4-408)

This is where the paperwork will be checked and brought to the Dean of Student Affairs for signing, and moved to Student Accounting for processing.

Step 6:

The student to be reimbursed will await a call and/or email notification from Student Accounting once their check is processed and ready for pickup.

The student will then go to Student Accounting to pick up their check (I4-106).

******* Note on "Mail" vs "Hold" selection: selecting "Mail" will take 2 - 3 weeks longer to receive***

Still have questions?

Email ICC advisor Courtney Lee (clee@sdccd.edu) for further assistance.

Section 3:

Fundraising

Clubs at San Diego Mesa College have the opportunity to fundraise in various ways on-campus or off-campus, as laid out in [Administrative Procedure 5400](#).

Fundraising is a great way to fund future projects that the club wants to do. There are internal processes that encourage fundraising on-campus, and many companies in the city will happily partner up with clubs to promote the club's activities alongside their own company.

The following subsections will explore these internal fundraising processes and suggest one avenue for external fundraising.

Section 3a:

Ways to Fundraise

As explained in the header of this section, there are internal and external ways to fundraise for your club. Clubs are able to fundraise on campus either in an ongoing fashion (i.e. club membership dues) or by hosting one-off events (i.e. selling items in the Mesa Quad or selling tickets for participation in an event).

A note on selling items: Clubs are strictly prohibited from the participation of gambling (i.e. a raffle) and are strictly prohibited from food sales. Please see Section 3b for more information on these aspects.

Some internal processes put in place as a means for clubs to raise funds are the following:

- **ICC Seed Funding:** The ICC will transfer \$50.00 into the account of clubs that are new for the semester. This is ideally meant to establish the financial account with the Student Accounting office and provide an initial investment into the club's activities
- **Vending 5000:** The district recognizes that by limiting the sale of food and beverage items can greatly impact the fundraising abilities of a club. To combat this, the district provides \$5000 per semester, which gets divided up between the ICC and the campus' active clubs.
 - \$500 goes to the ICC to help with funding events, and assisting in funding club activities, as the ICC themselves cannot fundraise.
 - \$4500 gets distributed among clubs that maintain their active club status throughout the semester
 - Because club activity can widely vary amongst smaller and larger clubs, this activity level has been standardized to the ICC General Meeting attendance and the submission of Club Monthly Reports.

Section 3a Continued:

- **AS Club Matching:** The AS will match funds raised through an on-campus event. This is to the discretion of the AS.
 - Timeline: Hold the fundraiser on campus, deposit the funds into the campus account using the Club Agency Deposit Form, connect with an AS Senator who will write a Bill and present to the AS one week, to be voted on the following week
- **AS Club Funding:** The AS will vote to provide funding for a Club's desired event. This is to the discretion of the AS.
 - Timeline: Approach an AS Senator to write the bill requesting the funds, the AS Senator will present to the AS one week to be voted on the following week.

As for external ways to fundraise for a club, one great recommendation is partnering up with a local restaurant. **The website [GroupRaise](#) is a great way to browse what restaurants in San Diego are willing to pair up with a local organization.** Usually this will include inviting folks to come into a restaurant and have a percentage of their bill donated to the club.

Section 3b:

Restrictions on Fundraising

- **No food or beverage sales:** Clubs on campus are strictly prohibited from the sale of food or beverages, be them factory-packaged or otherwise.

- **No gambling (raffles):** Clubs on campus may not hold raffles that require a monetary buy-in to participate. This includes the entry into a raffle through the purchase of another item. Only non-monetary entry is allowable for an “Opportunity Drawing” (i.e. asking students to follow their social media in order to be entered into a drawing for a prize).

- **No personal accounts may be used to receive funds:** this includes the use of peer-to-peer mobile payment apps (Zelle, Venmo, Cashapp, etc.) as this includes the use of an external bank account. External bank accounts for club use are strictly prohibited.

Section 4:

Frequently Asked Questions (FAQ)

How do clubs reserve rooms, tables, chairs, or other equipment for tabling or events?

Equipment such as tables, chairs, and canopies can be booked **by an advisor** through the campus event and reservation portal. This is also where rooms can be reserved for club meetings and events.

Please keep in mind that there may be time and space limitations; we encourage your advisor to book your event at least 2 weeks in advance to avoid any complications in booking requests!

[Step-by-step booking guide for Advisors](#)

Earliest dates to start fundraising?

Previously registered clubs can start fundraising at the start of each semester.

New clubs will need to register at the beginning of a semester and wait until they are approved by the district in order for Student Accounting to create a banking account under the name of your club.

Clubs are not officially active during campus closures such as holiday breaks and throughout summer.

Section 4 Continued:

Can we partner with an external company for fundraising purposes?

Yes, clubs are able to look for public or private sponsorship at their own discretion. One recommendation is using [GroupRaise](#) and partnering with a restaurant in San Diego.

Are we allowed to use the instructional buildings or outdoor areas within the campus in order to hold events there?

Yes, campus buildings, rooms, and outdoor spaces can be used for club events. These spaces must be reserved by the club advisor in advance, and during the event both students and advisors must follow all campus policies.

Advisors must be present for the entire event.

Does the prepackaged policy mean that we cannot have potlucks?

Only the sale of any foods is prohibited. Food/beverages that are freely given to the public on campus MUST be prepackaged by a factory (i.e. during Club Rush).

However, a meeting where the members do a potluck or have open food is acceptable.

Club gatherings that only include club members, events with only club members (including newly invited members) are allowed to have free, open food.

Still have questions?

Email the ICC, the ICC Advisor, AND Assistant Advisor (sdmesainterclubcouncil@gmail.com, cleee@sdccd.edu, myokers@sdccd.edu, respectively)