



FLETCHER TECHNICAL COMMUNITY COLLEGE
Policy # FI 5.001

Student Organizations

Authority: Business Office
Chief Financial Officer

Effective Date: 12/08/2003
Last Revision: 11/16/2020

PURPOSE:

The Fletcher Technical Community College System recognizes that student organizations play a significant role in the education of students at the campus level. Fletcher affirms the right of all students to join and participate in meetings of registered student organizations, including Student Government Association. Therefore, each community and technical college campus shall allow and promote student organizations. More specifically, the Board encourages the establishment of an SGA within each LCTCS college.

POLICY STATEMENT:

Each student organization is responsible for all cash activities by recording each transaction in their cash journal (spreadsheet attached). Each organization's activities are processed and posted to the Fund associated with the organization. The Fund must be listed on all transactions (i.e. deposits, check requests, etc.). Refer to the attached copy of LCTCS Policy 2.005.

POLICY/PROCEDURE:

All revenues collected by the organization must be documented as follows:

Deposits:

A deposit slip is completed with the fund, organization, account, program and deposit amount as well as an explanation of the monies being deposited. Lastly, the name of the organization representative who completes the deposit is typed in or a handwritten signature is applied. The original copy is given to the Business Office along with the cash for deposit. The Business Office personnel that accepts the money will verify the amount and then signs for receipt of funds. A copy is maintained by the student organization for their records. The deposit transaction will be recorded in the student organization's cash journal. The Business Office will complete a Bank Deposit Slip for transmission to the bank. One copy of the validated bank slip will be given to the student organization once transacted by the bank.

All check disbursements needed by the organization are processed as follows:

Requisition:

In order to process a requisition for goods and services the organization must review its finances in order to make sure funds are available.

Requisitions should be entered according to Fletcher’s purchasing policy. Refer to policy #FI 5.007

Each organization is responsible to maintain a “Cash Journal” (excel spreadsheet) reflecting all information contained on their deposit forms, disbursement forms and compute a total reflecting the “ending cash balance.”

All records are subject to audit by the Chief Financial Officer and State/Federal Legislative Auditors.

Reference:

Refer to the [LCTCS Policy #2.005](#) and FTCC purchasing policy # FI 5.007

Distribution: Distributed Electronically via College’s Internet.

APPROVAL:

Reviewing Council/Entity	Approval Date
Other (if applicable)	00/00/0000
College Council	00/00/0000
Executive Cabinet	00/00/0000


Kristine Strickland (Apr 16, 2021 13:41 CDT)

Kristine Strickland, Ph.D.
Chancellor

Apr 16, 2021

Date



DEPOSIT SLIP FOR STUDENT ORGANIZATIONS

Org. Name _____

Fund: _____ Organization: _____ Account: _____ Program: _____

Date _____ Total Amount Deposited _____

Explanation _____

Signature of Organization Representative _____

Receipt of Funds by (Business Office) _____