



***ASMC* Managing Club Finances**

Clubs + Student Organizations

[Home](#) > [Departments](#) > [Student Services](#) > [Student Life + Activities](#) > **Clubs + Student Organizations**

Moorpark College has dozens of student-led groups with which you may get involved! Clubs and student organizations provide students with opportunities to engage with classmates, apply classroom concepts or principles to real-life situations, and undergo personal growth. Participating students gain valuable leadership experience while developing social and professional relationships.

[Join a club](#) 


[Form a new club](#) 

[Benefits to getting involved on campus](#) 

[Resources for active clubs and organizations](#) 

Student Life Office

[Advocacy + Civic Engagement](#)

[Associated Students of Moorpark College \(ASMC\)](#) 

[Clubs + Student Organizations](#) 

[Active student clubs/orgs](#)

[Start a new student club](#)

[Virtual club handbook](#)

[Commencement](#) 

[MC L.E.A.D.S. Program](#)

[Posting Flyers on Campus](#)

www.MoorparkCollege.edu/Clubs

Where is this info coming from?

- California Education Code
- Financial Crisis & Management and Assistance Team (FCMAT)
- VCCCD Board policies (BPs) and Administrative Procedures (APs)
- Campus fiscal processes



Agenda

1. Establishing a budget
2. How clubs get money in their accounts
3. Allowable vs. unallowable expenditures
4. Spending club funds
5. Spending deadlines

BUDGET



FINANCE



FUND



CASH



EXPENSES

SAVING

COUNTING

- 1.
- 2.
- 3.



Establishing a budget

- All clubs should develop a budget *before* spending occurs
- Budget should be for the whole year but can be amended as needed
- Students need to participate in developing the budget
- Students should try to spend what they raise in the same year they raise it; carryover is okay if:
 - Seed money is needed for the next year
 - Funds are accumulating for a preapproved multiyear project
 - The carryover amount is reasonable

Trust/agency accounts

- Formally recognized student clubs/organizations can establish and spend money from official VCCCD trust accounts
 - These are essentially your club bank accounts
- Most all clubs already have a VCCCD funding account—if you don't know your organization's number, ask me!
- Each year, clubs submit a VCCCD Trust and Agency Account Signature Update form to the Student Activities Office, designating approved signatories (AKA approved spenders)
- If a club is inactive for 5 years, any unused funds get transferred back to ASMC for redistribution via the ASMC Programming Committee

Who decides how funds are spent? (1/2)

- **Will of the students should come first*** (*unless there is a specific conflict with laws or regulations, governing board policy, student safety, college culture, or other specific reason to deny an event, expenditure, or other student club decision)
- **Students are the primary authority when making decisions related to the club:**
 - Forming/scheduling meetings
 - Developing budgets
 - Planning fundraisers
 - Deciding how funds will be spent
 - Approving payments
- **Advisors are to support club leaders**
 - Provide assistance, advice, and co-approval on the aforementioned topics
- **Expenses must promote students' welfare, morale, and educational experience**

Who decides how funds are spent? (2/2)

- Clubs should be able to provide meeting minutes to Student Activities that demonstrate that the club voted to spend the funds as requested
(No minutes = no spending!)
- According to California Edu. Code, funds should be spent subject to procedures established by the club and with prior approval of 3 people:
 1. a Board of Trustees-designated administrator
 2. the advisor (certificated employee), and
 3. a student rep from the club
- Funds (particularly those generated by student fees) can only be spent on **current students**

Appropriate expenditures

- Expenditures must be for a “direct and primary public purpose”
- Allowable expenses should enhance students’ educational experience
 - Supplemental equipment for student use not provided by the college
 - Field trips/excursions (unless part of the curriculum/student receives credit for it)
 - Prizes for participating in club-approved contests or activities
 - Social events for students, including purchasing food for club members
 - Swag (e.g., t-shirts, sweatshirts, hats, or other branded items)

Unallowable expenditures

- Awards, donations to charity, and the purchase of flowers are considered gifts of public funds and therefore unallowable, unless VCCCD Board policy states that they serve a public purpose
- Curriculum and classroom supplies; trips listed on a syllabus or that students receive extra credit for attending; and/or other expenses that are the college's responsibility
- Employee appreciation meals
- Items for employee personal use, including employee clothing/attire
- Donations to other organizations, or donations to students in need
- Scholarships exclusive to club leaders or members that are not awarded through the MC Foundation or Scholarship Office

**How a club
gets money in
its account**



Common ways clubs get money:

1. Requesting funds from ASMC
2. Inter-Club Council (seed \$ or promos)
3. Fundraising
4. Donations



The FLEx Club would fundraise by hosting an annual Extreme Raider Challenge and charging an entrance fee.

1. Requesting \$ from ASMC

- Formal application process





PROGRAMMING COMMITTEE

APPLICATION TO REQUEST ADDITIONAL FUNDING

APPLICATION INSTRUCTIONS: This application is to request funding from the Associated Students Programming Committee. **This form is not needed if a club is seeking to spend money it already has in its account;** rather, this is for requests when an organization does not have sufficient funding to pay for its intended expenditures and is seeking financial support from the Associated Students to implement their goals.

Complete each section of the application as comprehensively as possible. Once finished, submit application and supplemental documents to the Director of Budget & Finance at the Student Activities Office or email it to ASMCFinance@vcccd.edu. Funding applications must include each item named in the checklist at the end of this document. Funding packets missing any of the required supplemental documentation may be returned.

GENERAL APPLICANT INFORMATION

Club/department name:	<input type="text"/>	Email address:	<input type="text"/>
Applicant's full name:	<input type="text"/>	Phone number:	<input type="text"/>
Date app is submitted:	<input type="text"/>	Date funds needed*:	<input type="text"/>

**On-campus requests may take at least 2 weeks to be fulfilled, and off-campus requests may take at least 4 weeks to be fulfilled.*

CURRENT TRUST ACCOUNT INFORMATION

Trust account number (if known):	<input type="text"/>	Trust account balance (if known):	<input type="text"/> \$
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**Please verify trust balance with ASMC Director of Budget & Finance if you are uncertain.*

FUNDING REQUEST INFORMATION

# of club members:	<input type="text"/>	Event/Activity Date:	<input type="text"/>	Location:	<input type="text"/>
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SUPPLEMENTAL DOCUMENTATION INFORMATION

Please respond to the two supplemental questions in the spaces provided on the next page. If additional space is needed, an additional sheet may be attached to allow for applicants to provide comprehensive answers. Applications will be considered incomplete without responses to the questions.

Q1: Describe your funding need, including information about which students will benefit from this financial support.

Q2: How will this event or purchase build leadership, encourage academic success among students, and/or enhance campus life?

Q3: How does this funding request align with your club's mission (or the Moorpark College mission, for funding requests submitted by MC academic or student service departments)?

PROJECTED ITEMIZED EXPENSES

Please provide the exact costs associated with your request. Prices should be derived from quotes or information you received from businesses, conferences, and/or professional services and not based on your "best guestimate" of what the costs would be. **Please provide supplemental documents to justify where these price points derive from. Sample supplemental documentation includes quotes from vendors or screenshots of items or expenses.** Depending on your request, sample expenses you would include in this section are conference registration costs, hotel expenses, airfare costs, facility rental fees, honorariums, printing costs, and food service, among others.

Description of item or expense requested:	Quantity needed:	Price per unit:	Total unit cost:
Total amount of financial support requested from ASMC Programming Committee:			\$

ACKNOWLEDGEMENT OF APPLICATION GUIDELINES

By signing below, you are confirming you have read this application in its entirety and may be held accountable for its contents. You also acknowledge and, in some instances, take responsibility for the following application guidelines:

- **It is up to the applicant to submit all documentation necessary** for the ASMC Programming Committee to make an informed decision regarding your funding request. Please submit any additional documentation along with this form to provide complete information.
- **The information contained herein is as accurate as possible**, and that this application for funds satisfies all requirements and conditions as set forth by the Programming Committee. If any information on this document is found to have been willfully falsified, then you acknowledge that your trust account will be frozen until next year.
- If funding is awarded, **ASMC will be named as a co-sponsor of the event on all advertising materials**, and that failure to do so could result in your organization being prohibited from requesting funds from the Committee for the remainder of the academic year.
- **It is mandatory that a club or departmental representative attend the Programming Committee meeting** at which your request will be considered, and that failure to do so may result in your request being denied
- It can take at least two weeks for on-campus requests to receive funding, and at least 4 weeks for off-campus requests to be funded.
- **Supplemental documents are a required portion of this funding application.** These documents must include the answers to both questions on page one, as well as the justification of all price points you have provided on page two.
- Some applications may require the use of petty cash. These applications may include, but are not limited to, perishable items for club meetings or events. For all requests, **petty cash spending may not exceed \$200 per event or activity.**
- **Off-site travel guidelines:** A VCCCD employee must travel with students to all off-campus events; students requesting funding for mileage reimbursement must have first requested the use of a MC Van; daily per diem cannot exceed \$25 per person; students who wish to stay on a rental property during their travel (e.g., Airbnb), must provide three price points from hotels to justify why a rental property is more financially responsible than staying in a hotel. Also, advisors should have their own room separate from students when traveling.
- **For all on-campus requests:** Please visit the "Resources for Current Student Organizations" page on our website to find the appropriate procedure for hosting your event.

APPLICATION PACKET CHECKLIST

- Did you attach **proof of pricing** (including but not limited to vendor quotes or screenshots of pricing) or a thorough explanation of pricing when quotes, screenshots of items, or formal estimates are unavailable?
- Did you **answer the Supplemental Documentation Information questions** to allow the Committee to understand how the funding request will benefit Moorpark College Students?
- Did you **attach a copy of meeting minutes** to demonstrate that your club voted to request these funds and to spend them for this purpose?

Applicant's signature

Today's date

Advisors, by signing this application, you are confirming you are completely aware of this request for funding. You are also acknowledging that all club student travel requires a VCCCD employee to accompany the group.

Advisor's signature

Today's date

1. Requesting \$ from ASMC

- Formal application process
- Programming Committee makes decision
- Types of things funded
- Timeline for receiving funds
- Application available on *Virtual Club Handbook*



2. ICC Funds



- Funds for participating in ASMC-hosted events (such as the annual Club Rush)
- Seed funds for new clubs that establish a trust account
- Other incentives

3. Fundraising (1/2)

- Fundraisers must be preapproved (there is a form on the *Virtual club handbook* to request a fundraiser)
- Types of **allowable fundraisers** include:
 - Teaming up with a local eatery to have a % of sales to go your organization
 - Collecting admission fees for events
 - Limited selling of nonperishable goods or foods
 - Attending a live taping of a TV show* (*if permission slips are submitted)
 - Receiving event sponsorships from local businesses or in-kind donations/gifts
- Types of **unallowable fundraisers** include:
 - Activities that pose liability, safety, or risk concerns (e.g., car washes or GoFundMe)
 - Rental of college property (e.g., equipment or facilities to outside groups)
 - Games of chance (e.g., raffles or bingo)

3. Fundraising (2/2)

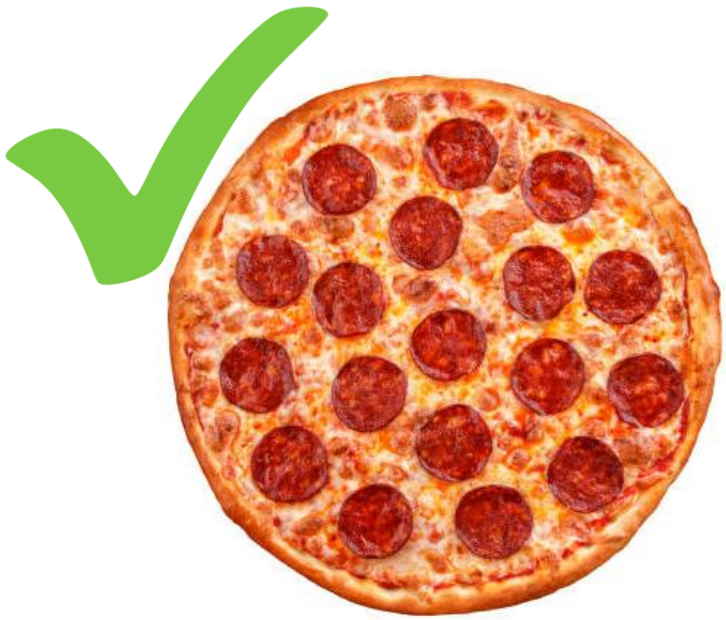
- Proceeds cannot be attributed to specific students based on what they raised
- Clubs can fundraise with each other but must separately approve the fundraiser and agree to conditions and create documentation outlining these conditions, signed by club reps from each group
- Advisor ensures proper cash control procedures are followed
 - Always have two people count money
 - Use cash box and minimize the number of cash handlers
 - Deposit funds ASAP after fundraiser end (if check is being mailed, have it made out to "Moorpark College" and have your club name written in the memo)
 - Develop [tracking process](#) to know exactly how much \$ was generated
- Participation in fundraisers must be voluntary
 - Students cannot be excluded from an activity funded by club or ASMC funds because they did not participate in fundraising

4. Donations/Gifts

- Gifts and donations may be monetary (i.e., cash) or “in-kind” (e.g., equipment or supplies)
- Monetary donations are made by someone writing a check for a club
 - A check for a club should be written out to Moorpark College but should specify your club/organization in the memo line or in any supplemental documentation
- Donations over a certain dollar amount must be accepted by the Board of Trustees (example: pool table)
- Form for people to complete when making donation (see *Resources for clubs* page under “Fundraising”)
- We recommend writing a thank you note! We can even supply it
- We are not a private nonprofit 501(c)(3) organization, but the MC Foundation is (some donors only give to this type of organization)



How to spend your funds





Clubs most commonly use requisition forms to receive **petty cash** for food or supplies at club meetings

Petty cash

- It's the district's preference to use **Purchase Orders** when procuring most anything; however, petty cash may be used for small expenditures where it doesn't make sense to pay by check because of the inconvenience associated with writing, signing, and then cashing the check
- Restrictions on types of purchases ("general supplies/materials" only)
- Requisition form (\$100 max; need documentation for \$101-\$200 withdrawal)
- One outstanding petty cash Requisition at a time
- Req. must be preapproved; cannot assume reimbursement will happen
- Turnaround time is 3-4 days, depending upon ease of collecting signatures



Purchasing giveaways, supplies, or equipment



Purchasing giveaways, supplies, or equipment



- Create a Purchase Order (a legally binding document created by a buyer and presented to a seller) to purchase items
- It can take 2+ weeks to have a P.O. established; often takes another 2+ weeks to have the items made and shipped
- Items MUST be shipped to the MC Warehouse
- Vendor cannot begin production on items until P.O. has been approved by the District Office
- Looking to work with a new vendor? Make sure they accept P.O.s! Also, make sure they offer a unique service

1 Obtain a quote from an approved vendor

BILL TO :

NAME : Kristen Robinson
EMAIL : krobinson@vcccd.edu
ADDRESS : 7075 Campus Road
CITY: Moorpark
STATE: CA **ZIP :** 93021
CELL NUMBER: 8055858392
OFFICE PHONE: 8055534976

SHIP TO:

LOCATION:
NAME: Kristen Robinson
BUSINESS NAME: Moorpark College
ADDRESS: 7075 Campus Road
CITY: Moorpark
STATE: CA **ZIP :** 93021
CELL NUMBER: 8055858392
OFFICE PHONE: 8055534976

ORDER DETAILS



Ab101 (Blue)
Print On : Front Side Imprint
Imprint Color : Black
Medium Blue 286
White
Imprint : Clip art & text

ITEM PRICING

Price (150 @ 4.63):	\$694.50
Base Color Price :	\$0.00
Impression Charge :	\$150.00
3 Screen Charges :	\$89.00
Subtotal :	\$933.50
Shipping:	\$0.00
Item Total:	\$933.50

- 1** Obtain a quote from an approved vendor *Quote could be an email where they tell you an estimated price for goods or services, a screenshot from a website (like Custom Ink), or similar documentation*
- 2** Use the info from the quote to complete a requisition form

VENTURA COUNTY COMMUNITY
COLLEGE DISTRICT

REQUISITION

R 0234046

- CHECK REQUEST
 DATE CHECK NEEDED _____
 PO REQUEST

DELIVERY INSTRUCTIONS:

- MAIL CHECK/PURCHASE ORDER
 RETURN CHECK/PURCHASE ORDER TO DEPT. _____

Vendor Code:

DISMUG

DiscountMugs.com

12610 NW 115th Ave, Bldg. #200

Medley, FL 33178

Requisition Date: **9/23/2020**

Order Delivery Date: **October 15, 2020**

Requested By: **Kristen Robinson**

Phone/Fax: _____

Phone ext.: **4976**

Bldg./Room #: _____

DOCUMENT TEXT

Custom ASMC Water Bottles for Mailed Giveaways, per order #DM4244030.

Please reference order number on P.O. Email P.O. to cnuyda@discountmugs.com and cc'

krobinson@vcccd.edu.

COMMODITY DESCRIPTION and ITEM TEXT	QUANTITY	UNIT	UNIT PRICE	TOTAL
Item #AB101 - Blue Aluminum Water Bottle	150	ea.	4.63	\$694.50
-Front side imprint w/custom logo (already uploaded)				
Impression Charge	1			\$150.00
3 Screen Charges	1			\$89.00
Shipping				FREE
Sales tax				\$54.14
Coupon applied at checkout (CAT20)				-\$186.70
GRAND TOTAL: \$800.94				

Your advisor would sign and date here

Dean over Student Activities signs here

REQUISITIONER

DATE

DIVISION / DEPT. MGR.

DATE

A student leader would sign here

I sign here after I verify you have sufficient funds

AUTHORIZED SIGNATURE

DATE

AUTHORIZED SIGNATURE

DATE

FUND
(3 OR 4)

ORG
(5)

ACCT
(4)

PROG
(6)

OR

INDEX

% OR
AMT.

7 1 1

1 3 0 0 1

4 8 0 1

6 9 6 0 0 0

ASMC

General Fund

Outreach
supplies

Student Activities

District Wide Form #14022 (Rev. 7/18)

PURCHASING

**Your FUND will
always be 811**

**ACCT denotes
expenditure type**

**PROG will always be 696000, since your
club is a part of Student Activities**

**Your ORG will be 13XXX (with X
being numbers unique to your club)**

- * **1** Obtain a quote from an approved vendor *Quote could be an email where they tell you an estimated price for goods or services, a screenshot from a website (like Custom Ink), or similar documentation*
- * **2** Use the info from the quote to complete a requisition form *Sample complete requisitions available online; I can also help complete this form with you*
- * **3** Provide completed requisition and quote to me to process for you *If you forget this, you can send it to any ASMC Board member to forward to me*
- 4** I will input the request for the creation of a Purchase Order on your behalf *A P.O. is a legally binding document created by a buyer and presented to a seller*
- 5** P.O. is sent to vendor, giving them the green light to begin production or send the items *Vendor CANNOT begin production or ship ordered items until P.O. is received*
- 6** Once all ordered items are received or service is provided, we tell VCCCD Accounts Payable to issue payment

**You're responsible for steps 1, 2, 3 and we do the rest!
It's easier than it looks, but takes longer than you'd expect.**



Making giveaways with the MC MakerSpace

- Clubs can make stickers, screen-print or heat-press shirts, embroider hats, and create other giveaways
- Tends to cost substantially less than an external vendor with quicker turnaround times
- Funds are easily transferred from your club's account to the MakerSpace account—no Requisition forms needed
- Contact MakerSpace/MakerShop Project Manager Tara O’Gorman to learn more: tara_ogorman1@vccd.edu



Inviting speakers/performers

- Similar process to purchasing stuff: need a quote, need to complete a requisition, and need to make sure they're a vendor in our system (if not, need New Vendor Packet on webpage)
- May require some additional liability or contractual forms from the district, depending on the type of event



LATINX
HERITAGE
MONTH
GUEST
SPEAKER



SAUL FLORES

THE WALK OF IMMIGRANTS

OCTOBER 14 ZOOM CODE: 831 9004 4584
5:30PM - 7:00PM PASSWORD: ASMC

SPONSORS



Paying for student travel

- Clubs can request to use their funds to cover hotel expenses, flights, meals, registration, and other associated costs
- Paying for hotel expenses, flights, and other travel costs can be done one of two ways:
 - Procurement card (VCCCD-issued credit card)
 - Advance check made out to advisor, who then pays for everything using the funds they received



Advance checks (or travel advances)

- Advance checks (or travel advances) are **checked paid to an advisor to cover travel expenses**
 - The advisor receives the check, cashes it, uses the funds to pay for travel expenses (usually using a personal credit card), keeps all receipts, and deposits back into club account unspent funds
- Club advisors cannot receive advance checks to pay for contracted services or to pay performers or speakers
- Requests for advance checks are made through a platform called ChromeRiver; requisitions are not used for this purpose
- 2+ week turnaround for advisor to receive advance check, so plan accordingly!

Advance checks or travel advances

- Can use advance checks to receive cash to cover travel expenses or to give students a daily per diem for food
- Per diem is an allowance paid to students for meals and is provided in lieu of paying the actual costs and tracking receipts (max. of \$55/day)
- Unspent funds from advance checks must be returned to MC SBO with receipts and documentation within 15 days of completed travel
 - Deposit slip and any other docs sent to DAC Accounts Payable
- Must have funds in club account to pay for these first!



Moorpark College Student Travel Meal Allowance Form

Submit one form for each day of travel

Name of Faculty/Staff Advisor distributing meal allowance:

Kristen Robinson, ASMC advisor

Name, description, and date(s) of travel/event:

ASMC Advocacy Trip to Washington, DC: March 10-13, 2019

Date funding is being distributed:

Monday, March 11, 2019

Recipient name + 900- number	Allowance total (\$25)	Recipient's signature
Andres Ramirez [REDACTED]	\$ 25	Andres R.
Andrew Lopez ([REDACTED])	\$ 25	[Signature]
Anise Dhanjal ([REDACTED])	\$ 25	[Signature]
Ashley Avakian [REDACTED]	\$ 25	Ashley Avakian
Cassandra Cardoza [REDACTED]	\$ 25	[Signature]



Spending deadlines

Spending deadlines

- The VCCCD's fiscal year runs from July 1 – June 30
- In order for the district Accounts Payable to reconcile all expenditures before the close of the fiscal year, they set the following spending deadlines:
 - **Wednesday, March 27:** All requests for **purchase orders** (includes buying equipment or apparel or paying for contracted services) due by end of business day
 - **Friday, May 3:** All student travel expenditures must be reconciled in Chrome River
 - **Friday, May 10:** All petty cash for perishables must be reconciled by this date



Any questions?

Kristen Robinson, Student Activities Office
krobinson@vccd.edu | 805.553.4976
moorparkcollege.edu/clubs