



This Financial Code is established to define policies and procedures for approving and expending all money under the control of Hartnell College and its clubs/organizations in order to insure that all financial transactions will be made in the best interests of the students and in accordance with all pertinent HCC District, county, state and district financial regulations. Only active Hartnell club members are eligible to receive benefits and privileges outlined in this code. Only the Hartnell Business Office will provide club banking (deposit/withdrawal) services. Off campus bank accounts are illegal according to the California Educational Code and will NOT be allowed.

The ICC Chairperson and ASHC will be responsible for setting the annual budget for the ICC.

ASHC has established a budget for activities and events. Clubs who seek funds for activities may request ASHC funding of a club activity through a Grant proposal.

The ICC Grant Committee will review grant proposals and forward their recommendations to the ASHC for ratification.

All clubs must deposit money earned from activities at the end of the business day. For weekend or after-hour activities, clubs should make arrangements in advance with the Office of Student Life to deposit funds the next business day.

- A. Pre-numbered receipts and pre-numbered tickets must substantiate all funds collected from any source, or other records that may apply.
- B. ___ part of the expenses of any event may be paid from money collected, but must be paid for in the manner described under purchase orders and requisitions.
- C. All club funds collected from any source shall be deposited on the first business day of receipt of funds. Deposits should be made at the Office of Student Life.
- D. Banking of all funds and all official bookkeeping records shall be the responsibility of the Hartnell College Business Office.

Clubs should plan ahead and approve expenditures accordingly. Hartnell College Business Office requires a minimum of _____ before a payment, check, or reimbursements are made. All expenditures of club accounts shall follow the procedures outlined below.

- A. Club members seeking the funds from their club account shall fill out appropriate paperwork (available at the Office of Student Life). Include the following information/documentation:
 - Minutes from the club meeting which approved expenditure (required)
 - Signatures of the club Advisor, club Treasurer or club President. The Office of Student Life will ensure that funds are available and secure the signature of the ASHC Advisor. Requisitions _____ be processed without a club officers' and an advisor's signature on the requisition.

regulations, make all service payments

All persons being paid for services rendered to clubs shall fill out a contract and a W-9 form. Payment without a contract or W-9 form on file will not be made.

Club representatives must check with the Director of Student Life about securing approval of trips and/or conferences and complete a Travel Authorization Expense Form (8 weeks prior to travel). Anyone planning to claim reimbursement for travel expenses must complete a requisition in advance of the trip and the requisitions must be approved and signed by the club Advisor, club President, ASHC Advisor and Vice President of Student Services. Out of state travel must have the approval of the Hartnell College President. The Board of Trustees must approve out of country travel prior to the travel date.

Owners of private cars providing transportation for school activities must be approved by the Administrative Service Office prior to Travel.

In no instance will the expenses claimed be more than the actual amount expended. Written original receipts must verify all expenses. Meal expenditures must include itemized receipt.

All participants in a program funded by their club shall sign a release form releasing Hartnell College of all liability en route to, from and during a club/organization trip.

Club President (Print Name)

Club President Signature

Club Treasurer (Print Name)

Club Treasurer Signature

Club Advisor (Print Name)

Club Advisor Signature

Club Co-Advisor (Print Name)

Club Co-Advisor Signature

The ICC and ASHC Senate has reviewed this application and find it to be in compliance with all requirements and hereby deem this club an officially recognized member of the Hartnell College Inter Club Council (ICC) for the 2022-2023 school year.