

## Policies and Procedures for QCC Club and Organization Treasurers

- All club treasurers are required to attend a mandatory meeting during the first semester to go over the financial policies and procedures with the Director of Student Life & Leadership.
- The annual Seed Money allocations for student activity funded organizations are \$300 per academic year. **The Club Treasurer must meet with the Director of Financial Compliance, (Beth Auger 508-854-4205, [bauger@qcc.mass.edu](mailto:bauger@qcc.mass.edu)) in order to receive this seed money.**
- The treasurer is responsible for keeping the club/organization books accurate and up to date at all times and for preparing all financial reports requested by the club/organization president and the Director of Student Life & Leadership.
- **In order to have a fundraiser, the club must complete a Fundraiser Request Form prior to the start of the fundraiser. Each fundraiser will be assigned a unique fundraising code. This code will need to be presented to the Business Office when depositing the monies collected from the fundraiser.**
- There will be NO separate accounts off campus for monies earned. All club/organization financial transactions must be made through the Business Office (Room B07A in the Administration Building).
- Funds in any account held off-sight (bank, credit union, etc.) should be closed immediately and brought to the Business Office to be deposited in the club/organization account (four digit number)
- Deposit all monies received in a timely manner with the Business Office and obtain a receipt of deposited monies from the Business Office. NSF deposit fees may be charged back to your club.
- Only checks or cash can be collected by any club/organization. Checks should be made out to Quinsigamond Community College; not the club or individual.
- It is important to commit to memory your club/organization's account number when visiting Student Life and the Business Office.
- Expenses may not be incurred, nor events held during vacations, semester breaks, or summer unless approved by the advisor and the Director of Student Life & Leadership.
- Student Activity Fees may not be utilized directly or indirectly to sponsor partisan political activities or denominational religious activities. All organizations must expend funds in a manner that is consistent with local, state, and federal laws and not conflict with any college policy or procedure.
- Clubs/organizations are not permitted to overdraw on their accounts. If an e-POR or Check Request form is submitted for an amount over the given funds, the payment will not be granted until sufficient funds are in the account. The club's/organization's advisor will be notified if this occurs.
- Due to the no alcohol policy, no monies shall be used for payment of any such purchases.

I, \_\_\_\_\_ acknowledge that I have been made aware of the policies and procedures for club and organization accounts at QCC. I also recognize that I am responsible to abide by these requirements. If at any time, I recognize that a policy or procedure has not been followed, I will immediately notify my club advisor and the Director of Student Life and Leadership.

Cost Center Fund # \_\_\_\_\_

Club Name \_\_\_\_\_

\_\_\_\_\_  
Club Treasurer Signature Date

\_\_\_\_\_  
Club Treasurer phone number & email address

\_\_\_\_\_  
Club President Signature Date

\_\_\_\_\_  
Club Advisor Signature Date