



# FINANCIAL CODE

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## DE ANZA INTER CLUB COUNCIL (ICC) FINANCIAL CODE

### ARTICLE I. OBJECTIVES

This Financial Code is established to define policies and procedures for approving and expending all funds under the control of De Anza College and its club 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 DASG, State, and District Financial regulations. Only De Anza club members, with DASG cards are eligible to receive benefits and privileges outlined in this code. All club financial transactions will be handled by the De Anza Student Accounts Office only. Off-campus bank accounts are illegal according to the California Educational Code.

### ARTICLE II. DASG/ICC BUDGET

The upcoming DASG/ICC budget proposal will be submitted by the ICC Officers and ICC Advisor in the Fall.

### ARTICLE III. DASG/ICC ALLOCATIONS

The governing principle in considering budget requests will be to allocate funds to those activities and services that will assure the greatest benefits to the Inter Club Council (ICC) and the De Anza Student Government (DASG).

Any club willfully and knowingly violating any of the DASG/ICC budget guidelines shall have its DASG/ICC allocated funds and club funds frozen immediately. The club will be placed on inactive status and student(s) involved will be referred to the Associate Dean of Student Affairs or designee.

All of the finances of this organization shall be administered under a budget system. All Club Allocations funds will be allocated by the ICC.

#### A. ICC Club Roster/Financial Report (also referred to as Financial Roster)

1. Must be completed and signed by the Designated Officers: President or Co-Presidents or Vice President, or Vice President/ICC Rep, Treasurer, Secretary and ICC Representative, other listed club officers and the club advisor(s) signature(s).
2. Must be turned in no later than the **sixth (6th)** week of the Spring Quarter.
3. Must be a minimum of four (4) and a maximum of seven (7) club officers.
4. Must be completed whenever there is a change in: club officers, club advisor(s), club name, or when a new club is established.
5. All clubs that fail to do so will be placed on inactive status.

#### B. ICC New Club Allocation

1. The ICC will allocate \$50 for each new club that does not have funds in a previous club account. Reactivated clubs will receive their club funds from the ICC Inactive Hold if their reactivation is within one year of inactive status. If the previous club account has less than \$50 then the reactivated club will receive the additional allocation to bring the total to \$50.

2. The new club will receive the DASG allocation from the 41-54720 account into their 44-xxxx club account once the club officers and club advisor(s) attend a New Club Orientation meeting with the ICC Chair of Club Affairs or ICC Advisor, within three (3) weeks of being a Club on Trial.
3. A Club Advisor for a new or reactivated club doesn't have to attend the New Club Orientation Meeting if they are currently or have been a club advisor AND have completed a New Club Orientation Meeting within the last two (2) years.

C. Club Special Allocation request (also known as the Budget request):

Club budget request forms must be submitted by the ICC Agenda Meeting at least two (2) weeks before the club's sponsored event to be considered for the next ICC Meeting.

1. All budget requests must be submitted at the ICC Agenda Meeting by a club not on probation to be considered for the approval at the next ICC meeting. The budget request requires the signatures of two (2) designated Club Officers (President, Co-President, Vice President or Treasurer) and one Club Advisor.
  - a. It is recommended that a Club representative or Club Advisor attend the ICC Agenda Meeting to present the budget request. The ICC Officers and ICC Advisor(s) will review the budget request here and make recommendations.
  - b. If recommended, the request will be subject for approval at the following ICC Meeting where club representatives will make the final decision. A club officer must be present at the ICC Meeting on behalf of the club.
2. The ICC may only fund on campus club events held on De Anza College, provided they are open to all De Anza students. The club must publicize the event and list "Funded partially by ICC" on printed publicity.
3. A club may request a second budget once their first budget request has been spent.
4. Items not funded are those that only benefit club members including but not limited to:
  - Club t-shirts
  - Awards
  - Refreshments/food for club events
  - Capital equipment
  - Off campus events
  - Alcohol or illegal materials, etc.
  - Past items already paid by the club or club members/club advisors.
5. Items with Limitations:
  - a. Allocation for a speaker may not exceed \$300.00 and a panel of four or more speakers not to exceed \$800.00.
  - b. Allocation for an entertainment performer may not exceed \$300.00 and a group of 4 or more performers may not exceed \$800.00.

- c. Allocations for a club banner may not exceed \$150.00 and is limited to one request every year. The club must submit the banner design at the ICC Agenda Meeting.
  - d. Allocation for a club event will not exceed \$800.00.
  - e. Domain name and hosting service may not exceed \$150.00 per fiscal year (July 1-June 30).
  - f. Allocation for supplies for Club Day and Club sponsored event (usable goods decorations, paper, supplies, tape) will be limited to \$250.00 per fiscal year (July 1-June 30). May not be used for supplies to support a club fundraiser or to give away items.
  - g. Prepaid Printing Cards may not be used for Printing Charges.
  - h. Printing may not exceed \$250 per fiscal year (July 1 - June 30).
6. Total allocations for club events will be limited to \$1000.00 per fiscal year (July 1-June 30).
7. All printed materials must be printed on recycled paper and state “Printing funded (partially) by ICC on all the materials.
- D. The ICC Chairperson, ICC Chair of Club Affairs, ICC Equity & Legislative Liaison, ICC Chair of Finance, ICC Chair of Programs, ICC Chair of Marketing and the ICC Advisor shall be responsible for reviewing the club budget requests and making a recommendation to the ICC for final approval.
- E. Once the allocation is approved by ICC, then an email will be sent to the club and club advisor(s). The clubs must process their budget reimbursement within a period of three (3) weeks of approval or three (3) weeks after the club event or by June 30 if funding is for an event or purchase in June. Clubs may ask for an extension of three (3) weeks at the ICC Agenda Meeting but cannot go past June 30 because Fund 41 funds will no longer be available.
- F. All object code changes require ICC approval and must be recorded in the ICC Meeting minutes. The ICC Chair of Finance will then need to submit club-funded expenses to Student Accounts for processing. They are also responsible for tracking allocated funds and ensuring that clubs submit DASG/Club Check Requests on time.

#### **ARTICLE IV. CLUB AWARDS**

- A. Awards for ICC sponsored events (See Club Awards List) will be transferred to the club’s 44-xxxx from the ICC Event Awards account.
- B. Clubs on probation will not be eligible for Club Awards from ICC.
- C. Clubs must attend the ICC Representative Meeting when an award drawing is held in order to win.

#### **ARTICLE V. ICC SCHOLARSHIPS**

The ICC Scholarships will be funded from the Inactive Club Account and ICC fundraisers. There will be winners selected for the \$1,000 Carolee Erickson Memorial ICC Scholarships and the

\$1,000 La Donna Yumori-Kaku Leadership Scholarships. The number of Scholarships offered per fiscal year (July 1 – June 30) will be determined by the Scholarship Committee.

#### **ARTICLE VI. ICC FUND 44 ACCOUNT (# 44-4320)**

Item spending of up to \$350 in the ICC General Account (#44-4320) will be approved by the ICC Officers and the ICC Advisor and information will be provided by the ICC Officers at the ICC Meeting.

A. All expenditures over \$350 must be approved by a majority vote of the ICC.

#### **ARTICLE VII. CLUB FUND 44 ACCOUNTS (# 44-xxxx)**

A. The total cost for all meals, food, drinks, snacks, etc. for all events, meetings, programs, etc. must adhere to the Per Diem amounts in the District Travel Guidelines available online at <https://business.fhda.edu/policies-and-procedures/hh-travel-guidelines.html>. Current rates are available by entering the zip code for the food establishment in the form online at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

a. The amount per meal needs to include tax and tip per person.

B. For *all* events, meetings, programs, etc. the following items must be included and submitted for payments or reimbursements: Event or Meeting Information (Title, Date, Time, Location); Agenda/Program/Invitation/Flyer/Webpage/Social Media Post; Sign-In Sheet, Number of Attendees, and any other documentation specific to the Event or Meeting. Sign-in sheets in particular are **required** for all food purchases, and complete detailed itemized receipts/invoices are required for all DASG and Club accounts.

#### **ARTICLE VIII. DEPOSITS**

A. All money collected from any source must be substantiated by a Club Cash receipt Log Form. The Club Cash Receipt Log Form is required to be submitted along with all deposits that are manually processed by the club.

B. No part of the expense of any event may be paid from money collected, but must be paid for in the manner described under purchase orders and requisitions. (Section IX EXPENDITURES C. 3.)

C. All cash receipts and disbursement and all official bookkeeping records shall be the responsibility of the Student Accounts Office Staff, who are covered under the District's Insurance Policy

D. All club funds collected from any source shall be deposited on the first business day after receipt of funds.

E. The Student Accounts Office shall issue a receipt for all money received.

#### **ARTICLE IX. EXPENDITURES/REIMBURSEMENT**

All expenditures of club accounts shall follow the procedures outlined below. **NO DEFICIT SPENDING WILL BE ALLOWED.** No funds will be advanced on a petty cash basis. Any club sponsoring an event must provide either a copy of the meeting minutes or a Club Financial Action form from the club meeting which approved this event expense before requesting a check. The Check Request form should list clearly the amounts for the miscellaneous expenses, such as food, and event details such as the date of event and number of people who attended the event. The flyer or social media post promoting the event must also be included as an attachment.

Expenditures/reimbursements from Club/DASG account 41-54730 (Club/ICC Special Allocations) requests should be reviewed and submitted to Student Accounts by an ICC Officer or the ICC Advisor who attaches ICC Minutes that document the club funding approval; no Club Financial Action form is needed in this case.

- A. The person seeking the funds from their club account (#44-xxxx) must complete the Check Request form with a copy of the Club Meeting Minutes that approved the expense or complete the Club Meeting Financial Action Form (available at the Student Accounts Office or on the website [www.deanza.edu/clubs](http://www.deanza.edu/clubs)) and submit them to the Student Accounts Office.
- B. The Check Request form must be signed by the Club Advisor, Club Treasurer or another designated club officer. Upon submission, the Student Accounts Office will then get the signatures of the ICC Chair of Finance, the ICC Advisor, Associate Dean of Student Affairs, and the Director of Fiscal Services. Club/DASG account (#41-xxxx, DASG) will secure the signatures of the ICC Chair of Finance, ICC Advisor, DASG Chair of Finance, the Director of College Life, the Associate Dean of Student Affairs, and Director of Fiscal Services.

A check will be processed when all authorization signatures are secured.-Expenditures to transfer to another club's fund can only be for sharing experiences for joint sponsored events.

- C. The check request date should allow at least ten (10) working days to acquire signatures and data processing. The Student Accounts Office will facilitate the transaction in one of two (2) ways and will note on the requisition the action taken.
  - 1. Checks: Upon receipt of an approved requisition the Student Accounts Office shall prepare the check. Generally used for reimbursements to club members/advisors. Original detailed receipts are required.
  - 2. Fund Transfer: Student Accounts Office will facilitate a transfer of funds between accounts upon receipt of an approved Check Request form.
  - 3. Purchase Orders: All purchases that require payments to vendors and all services \$1,000 or greater, and all capital items will go on a District Purchase Requisition. Purchase orders shall be obtained through the submission of a district purchase requisition to the Student Accounts Office. If for an open P.O. for services, an Independent Contract is required. Each requisition shall identify the budget code number from which funds are to be drawn, the times or services to be purchased, the amount and the vendor from which such items are to be purchased. After review and approval by the club members, the Club Officer designated signature and Club Advisor(s) will need to turn into the Student Accounts who will get the signatures of the ICC Advisor, the ICC Chair of Finance, the DASG Chair of Finance (if DASG account) and the Director of Office of College Life, Director of College Fiscal Services, Associate Dean of Student Affairs, and VP of Student Services, a purchase order will be issued by the district. The purchase requisition will then be created in the District's Banner System. District Material will issue a Purchase order to vendor.

The ICC will not assume financial responsibility for any charged item not covered by the purchase order issued in advance of purchases. Individuals obtaining goods or services without a purchase order will be held responsible for the payment of any goods or services.

- D. If the ICC Chair of Finance is not available, one of the other ICC officers will sign the Check Request form. If there is no ICC officer available to sign, then the DASG Chair of Finance will sign.

E. If the ICC Chair of Finance is vacant, the other ICC officers can sign the Check Request form. If there is no ICC officer available to sign, then the DASG Chair of Finance or DASG designate will sign.

## **ARTICLE X. FEES AND PENALTIES**

If a club fails to pay a bill within a twenty –five (25) day period or by June 30, one of the ICC Officers or ICC Advisor will be authorized to deduct it from their club account upon being informed by the ICC Advisor. There will be a \$25 service charge for delinquent invoice that will go into the ICC #44-4320.

- A. If there is a problem with the amount of the bill and the club is trying to clear matters up, then the ICC Advisor needs to be informed of the situation immediately.
- B. Any goods or services paid for by check must be validated by a receipt or a bill which must be returned to the Student Accounts Office Staff indicating that delivery has been made.
- C. If a club signs up for an ICC sponsored event/entertainment slot and fails to participate then there will be a \$25 fine that will be deducted from their club account by one of the ICC Officers. The fine will go to the ICC #44-4320.
- D. There will be a \$25 fine for any club that fails to clean up its area at Club Day that will go to the ICC #44-4320.
- E. If a club signs up for an ICC sponsored event, then they have up to (1) week in advance to notify one of the ICC Officers or the ICC Advisor about a change/cancellation to prevent a fine.
- F. If the club has less than \$25 left in their account to pay off their ICC Fine, then the ICC Officers will determine what community services the club must do instead of the fine.

## **ARTICLE XI. MAINTENANCE OF RECORDS**

- A. Every club shall maintain accurate record of all income and expenditures and shall open their Financial Records to an audit by the Director of College Fiscal Services and ICC Officers, Student Accounts Office Staff or District Internal or External Auditor at any time. DASG funded accounts may be reviewed by the DASG Chair of Finance.
- B. An annual audit of all DASG accounts, club accounts and trust accounts shall be made by a certified public accountant (CPA) retained by the College District. Any unannounced audit may be made by District-retained CPA at any time.

## **ARTICLE XII. SERVICE CONTRACTS AND INDEPENDENT CONTRACTS**

Club members should NEVER make a direct payment to a contractor for their service to the club – these will NOT be reimbursed from the Student Accounts Office.

Contracts for orchestras, facility rental, entertainers, athletic events, speakers, etc., must be signed by Director of Fiscal Services. Payment for service contracts must be initiated by the Independent Contract Form procedure, paid by the district. Our district policy requires that all service payments should be made by the District Office because of the Internal Revenue Code. All services \$1,000.00 or greater require a District Purchase Requisition for a District P.O. to be generated

- A. A person seeking the funds from DASG/Club Account for payment shall fill out the proper form (obtained from the Student Accounts Office or at the Student Accounts website [www.deanza.edu/studentaccounts](http://www.deanza.edu/studentaccounts)) and will secure appropriate approval signatures.
- B. The Pre-Authorization form is the first form required to ensure the club has sufficient funds for the planned contracts. This is to be completed by the club.
- C. The remaining contract forms must be processed by the Club Advisor or ICC Advisor due to the sensitive information needed. The specific forms needed may vary depending on the services planned, so clubs must work with ICC Advisor in these cases.

### **ARTICLE XIII. CLUB FUNDRAISERS, COLLEGE LIFE FUNDRAISER/MONEY COLLECTION FORM**

Clubs must complete the College Life Fundraiser/Money Collection form for each fundraiser activity or collecting funds for any reason at least one week prior to event. Failure to turn in the form will result in the Club account being frozen until the form is turned in. Clubs must include promotional materials with their completed College Life Fundraiser/Money Collection form.

The ICC Advisor will complete the form for De Anza Flea Market and other ICC Fundraising events.

### **ARTICLE XIV. DONATIONS TO CLUBS**

1. Donations to a club can be deposited directly to the club's account at De Anza College Student Accounts only if the donor is not claiming as a tax deduction. Checks should be made payable to De Anza College followed by the club name.
2. The District Foundation Office will issue individual receipts for individual donations of \$250 or more or upon request.
3. Clubs should send thank you letters to all donors acknowledging their donations to the club.
4. Clubs need to use the Club Cash Receipt Log form for all monetary donations.
5. Clubs need to inform ICC of their intent to solicit donations via the College Life Fundraiser / Money Collection Form. The ICC must inform the FHDA Foundation when donations will be received and processed by them.

### **ARTICLE XV. USAGE OF DE ANZA FOOD SERVICES PRE AUTHORIZATION FORM AND PRINTING SERVICES**

1. Clubs must meet with ICC Advisor to schedule De Anza food or room clean up or process a De Anza printing request.

### **ARTICLE XVI. RATIFICATION**

This code and amendment shall become effective when approved by a two-thirds majority vote of the ICC membership present at the ICC Representative Meeting.

Adopted: January 1988  
Revised: May, 1988  
Revised: July, 1988  
Revised: June, 1990  
Revised: April, 1993  
Revised: December, 1994  
Revised: June, 1994  
Revised: June, 1995  
Revised: June, 1996  
Revised: May, 1997  
Revised: December, 1997  
Revised: February, 1999  
Revised: May, 2000  
Revised April, 2001  
Revised October, 2001  
Revised: April, 2003  
Revised: May, 2003  
Revised: June, 2003  
Revised: October, 2003  
Revised: January, 2004  
Revised: June, 2004  
Revised: November, 2004  
Revised: January, 2005  
Revised: March, 2005  
Revised: May, 2005  
Revised: June 8, 2005  
Revised: March 15, 2006  
Revised: April 19, 2006  
Revised: October 18, 2006  
Revised: November 22, 2006  
Revised January 31, 2007  
Revised March 7, 2007  
Revised: June 6, 2007  
Revised: March 5, 2008  
Revised: November 19, 2008  
Revised: May 27, 2009  
Revised: May 17, 2010  
Revised: November 17, 2010  
Revised: April 20, 2011  
Revised: June 1, 2011  
Revised: February 1, 2012  
Revised: November 30, 2012  
Revised: January 27, 2014  
Revised: November 19, 2014  
Revised: January 21, 2015  
Revised: February 10, 2016  
Revised: February 1, 2017  
Revised: May 10, 2017  
Revised: Jan 12, 2017  
Revised: Jan 26, 2018  
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