FINANCIAL CODE

TABLE OF CONTENTS ASB

INTRODUCTION 2
ARTICLE I – PURPOSE 2
ARTICLE 2 – DEFINITIONS 2
ARTICLE 3 – FUND MANAGEMENT 3
SECTION 1. OBJECTIVE 3
SECTION 2. USE OF FUNDS* 3
SECTION 3. LIMITATIONS* 4
SECTION 4. RECORDING AND REPORTING RESPONSIBILITY 5
SECTION 5. RESPONSIBILITY FOR ACCOUNTS 5
SECTION 6. RECOGNITION AS A FUNDED ACTIVITY 5
ARTICLE 4 – BUDGET DEVELOPMENT 5
SECTION 1. SOURCE OF FUNDS 5
SECTION 2. REVENUE ESTIMATE & YEARLY BUDGET ALLOCATION 5
SECTION 3. SERVICES & ACTIVITIES FEE COMMITTEE 5
SECTION 4. BUDGET TIMELINE 6
SECTION 5. BUDGET APPROVAL 7
SECTION 6. DISPUTE RESOLUTION 7
SECTION 7. BUDGET AMENDMENTS 7
ARTICLE 5 – S&A FEE BUDGETS 7
SECTION 1. CLUB BUDGETS 7
SECTION 2. PROGRAM BUDGETS 8
SECTION 3. ORGANIZATIONS 8
ARTICLE 6 – DEPOSITS & EXPENDITURES 8
SECTION 1. DEPOSITS 9
SECTION 2. EXPENDITURES 9
ARTICLE 7 – TRAVEL 9
ARTICLE 8 – FUND BALANCE 10
SECTION 1. FUND BALANCE 10
ARTICLE 9 - CONTRACTS 10
SECTION 1. RESPONSIBILITY 10
SECTION 2. INVALID CONTRACTS 10
ARTICLE 10 - OPERATIONAL DIRECTIVES 11
ARTICLE 11 - CODE LIMITATIONS 11
ARTICLE 12 - VIOLATIONS 11
ARTICLE 13 - AMENDMENT PROCEDURES 11
ARTICLE 14 – RECORDS MANAGEMENT 11
SECTION 1. CLUB RECORDS 11
SECTION 2. PROGRAM RECORDS 11

INTRODUCTION

In compliance with Washington State law (RCW 28B.15.041), Bellingham Technical College has created a Services and Activities Fee Fund (522 accounts) into which shall be placed fees and revenues received by the College in connection with student programs, activities, clubs, and organizations. The Services and Activities Fees accounts shall be used exclusively to account for the resources and functions associated with the various student programs and activities for the benefit of the entire student body.

The Board of Trustees has authorized these funds to be used for the purpose of financing the various programs and activities of the Associated Students of Bellingham Technical College. Such funds are considered state funds subject to budgetary, purchasing and audit provisions of law applicable to state agencies.

ARTICLE I – PURPOSE

The purpose of this Financial Code is to carry out the provisions indicated in the preceding introduction while providing clear guidelines for the effective administration of student programs, activities, clubs, and organizations. This Code supersedes all previous codes and procedures.

ARTICLE 2 – DEFINITIONS

As used in this financial code the following words and phrases shall mean:

ASBTC: Associated Students of Bellingham Technical College which consists of all currently enrolled students.

ASBTC Executive Team: Representative governing body for students at Bellingham Technical College recognized by the Board of Trustees. The council consists of the President, Vice President, Director of Finance, Director of Legislation, Director of Communications, Director of Minutes, Director of Attendance.

ASBTC Executive Team Budget Committee: Governing body consisting of ASBTC Executive Council members that review one-time funding requests from the ASBTC Fund Balance and Reallocation of unused co-curricular funds.

Board: Board of Trustees of Bellingham Technical College, Community College District 25, State of Washington.

Club Advisor: College employee who volunteers to provide guidance, support and advice to an officially chartered ASBTC club by assisting student officers and members in achieving their club goals and providing oversight of club budgets.

Club Funding (CF): Funding allocated by the ASBTC to active clubs.

Co-Curricular: S&A Fee funded activities that are not essential for, or required elements of, a for-credit course. While these activities may enhance student learning, they cannot be a required or essential element of a course (i.e. – awarded credit).

College: Refers to Bellingham Technical College, Community College District 25, State of Washington.

College Administration: Refers to Bellingham Technical College Leadership Team.

Contingency Fund: A contingency budget, up to 10 percent of the total yearly budget level, may be retained to meet changing needs of the ASBTC

Contingency Fund Request: Contingency Funds are only available to currently funded Services and Activities (S&A) fee organizations and are intended to be used for expenses (such as supplies, guest presenters or conference travel) that were not budgeted in the regular S&A budget request cycle.

Fiscal Year: Calendar period from July 1 through June 30.

Fund Balance: The account containing the cash balance from the unallocated and unspent services and activities fees and program revenues at the end of the fiscal year.

Services and Activities Fees (S&A Fees): Fees other than tuition, operation, and building fees charged to all students at Bellingham Technical College for the promotion of student services and activities as indicated in RCW 28.B.15.041.

S&A Fee Committee: Committee consisting of nine (9) voting members, a non-voting recorder and advisory members responsible for making S&A Fee budget recommendations to the Board or Trustees.

State Board: State Board for Community and Technical Colleges (SBCTC).

Student: Unless otherwise specified, any person who is enrolled for class at BTC.

ARTICLE 3 – FUND MANAGEMENT

SECTION 1. OBJECTIVE

The Associated Students of Bellingham Technical College raise and expend funds to promote by legal means the general welfare and morale of the students as a whole. The activities and programs supported by these expenditures provide a meaningful variety of healthful, educational, cultural and social learning experiences allowing for the presentation of a broad spectrum of ideas.

SECTION 2. USE OF FUNDS*

Monies in S&A Fee accounts must be used as provided by law, rule, or regulation of the Board of Trustees for the express purpose of funding student programs and activities of the College. S&A Fee monies cannot be obligated by anybody other than the ASBTC S&A Fee Committee and the ASBTC Executive Team.

When authorized and approved in a manner consistent with this Financial Code, S&A Fee revenue may be used for, but should not be limited to:

1. Traditional and time honored activities such as student government, clubs, student governmental or programming organizations' activities or events, health and wellness programs, retreats, conferences, musical, dramatic, artistic, debate, and forensic presentations

of an extracurricular nature, student publications and other mass media initiatives, child care centers, intramural and intercollegiate sports.
2. Equipment, supplies, and materials required for the operation of student programs and activities.
3. Travel and per diem for students and professional staff members participating in student programs and activities.
4. Recognition items (trophies, certificates, plaques, wearable items) for students, provided that they are a result of participation, are personal in nature, and are of nominal value.
5. Salaries of employees directly related to student programs.
6. Dues for institutional memberships in recognized student leadership, governmental or programming organizations.
7. Compensation to students for services rendered (hourly wage, stipends, etc.)
8. Premiums for liability and casualty insurance coverage for students participating in approved activities and programs.
9. Matching funds to acquire real property and fund capital projects with expressed approval of the State Board and, when required, approval of the appropriate legislative body.
10. Meals and refreshments (coffee, cookies, etc.) at approved student programs. Examples include: student activity or club meetings, student awards, trainings, etc.
11. Special tutorial or co-curricular programs, provided it is not to sustain a critical operation of the college.
12. A legal aid program which provides services to individual students, provided that the program is not used to institute legal action against the college.
13. Furniture and equipment for informal or non-instructional student spaces as approved by the Associated Students of Bellingham Technical College Executive Council.
14. Partial subsidization of a student food bank operation, provided that that the food bank benefits only students.
15. Scholarships. RCW 28B.10.825 expressly provides for a limited amount of S&A fees to be used for an institutional student loan fund for needy students. RCW 28B.10.703 and 704 specify particular non-S&A sources for scholarships for athletic and curriculum related activities.

SECTION 3. LIMITATIONS[1]

S&A Fee revenue shall not be used to fund:

1. Salaries of professional employees in teaching, administrative or clerical positions not directly related to the student programs' operations.
2. Programs, personnel, facilities, equipment and maintenance covered within the State Board allocation model, supported by existing contracts, or considered basic services provided by the college.
3. Donation of gifts, money, property, meals or lodging
4. Tips or gratuities for services rendered by anyone unless authorized by the Office of Financial Management.
5. Recruitment events for non-students – such as Career Days, orientation[2] or similar events where high school students and their counselors or other prospective students are invited to campus to learn about the educational offerings of the College and are provided with refreshments and other promotional materials.

[1] *Use of funds and limitations guidelines were developed using the Guidelines for Permissible Use of Services and Activities Fees (February 2010, commonly known as the Killian Outline).*

[2] *This does not apply to the BTC new student orientations which serve current enrolled students.*

SECTION 4. RECORDING AND REPORTING RESPONSIBILITY

It shall be the responsibility of the Vice President of Administrative Services, to maintain proper recording of financial transactions of the S&A Fee funded accounts and to provide periodic reports to the Vice President of Student Services, Student Life Director, and the ASBTC Director of Finance.

SECTION 5. RESPONSIBILITY FOR ACCOUNTS

The general responsibility for the proper management of the accounts and the budgetary levels set for each account rests with the Student Life Director.

The Student Life Director is responsible for proper fiscal procedures. These procedures must be consistent with the procedures for purchases, inventories, and expenditures established by the Vice President of Administrative Services, Vice President of Student Services, and this Financial Code.

SECTION 6. RECOGNITION AS A FUNDED ACTIVITY

Any club or organization aligned with the objective of the S&A Fees may apply for recognition as outlined in the ASBTC Bylaws.

Membership of a funded club or organization must be composed of currently enrolled students at the College and may be organized to promote any permissible purpose, whether it is educational, recreational, or social. Among the purposes of any club or organization is that of providing service to its members and/or the College.

Membership must be open to all students except in cases in which there exists reasonable justification for exceptions directly related to the purpose of the organization. All funded activities are expected to conduct their programs or activities in accordance with these guidelines, the ASBTC Constitution and Bylaws, the Student Code of Conduct, and all College, state and federal policies and procedures.

ARTICLE 4 – BUDGET DEVELOPMENT

SECTION 1. SOURCE OF FUNDS

ASBTC funds are received from five sources: student fees allowed by law and paid at registration; revenues from activities; investment income; contributions and voluntary fees.

SECTION 2. REVENUE ESTIMATE & YEARLY BUDGET ALLOCATION

During winter quarter, the Budget Analyst will estimate the amount of revenue from S&A Fees available for allocation for the next fiscal year.

SECTION 3. SERVICES & ACTIVITIES FEE COMMITTEE

It shall be the responsibility of the S&A Fee Committee to determine the fee level, recommend and propose the distribution and use of fees in accordance with established policies and requirements of the College, district, state, and federal laws.

The S&A Fee Committee shall be composed of the following:

1. Voting Chair, selected from and by the committee members
2. ASBTC Director of Finance
3. One (1) ASBTC Executive
4. Three (3) students who are not ASBTC executives
5. One (1) student who is not an ASBTC executive nor ASBTC Senator
6. BTC Administrative members or appointees (2) Vice President of Administrative Services and Vice President of Student Services
7. One (1) BTC Faculty Member

The Student Life Director and ASBTC Clerical Support serve as non-voting, advisory members to the committee.

A quorum of at least five (5) voting members, with a majority of students and at least one voting administrator or faculty member, must be present to conduct official business.

The S&A Fee Committee is a recommending body only. The Committee shall be responsible for evaluating and adjusting budget requests to create an initial budget using the estimated yearly budget allocation provided by the Budget Analyst. The Committee will provide an opportunity for requestors to present their budget requests, and notify requestors of their initial allocation. Final committee recommendations will be presented to the Board for approval.

SECTION 4. BUDGET TIMELINE

An annual budget timeline, consistent with the College's budgeting timeline, will be prepared by the Student Life Director and made available to the ASBTC. The timeline will include dates for budget development, proposal reviews, and adoption. Faculty and staff are required to submit their budget requests annually by the determined deadline or they will not be considered.

The following dates are guidelines only.

October: S&A Fee Committee is formed. Trainings are conducted for committee and budget requestors.

October/November: S&A Budget Request forms are made available.

February: Deadline to submit budget proposals to the S&A Fee Committee. The S&A Fee Committee will then begin review of program budget requests.

March: S&A Fee Committee creates the initial annual budget allocation for the following fiscal year and informs requestors of initial allocations. S&A Fee Committee reviews submitted budget requests.

May: S&A Fee Committee shall submit budget recommendations for the expenditure of S&A fees with supporting documents to the Board and the President. The President shall review the S&A Fee Committee budget recommendations and publish a written response outlining any potential areas of difference.

June: The Board votes on the recommended budget. Board approval is required prior to the start of the new fiscal year.

July: New fiscal year begins.

SECTION 5. BUDGET APPROVAL

The S&A Fee Committee will present the recommended S&A Fee Budget to the ASBTC Executive Team, the Student Senate, and the Board.

Before adoption of the budget, the Board shall address any areas of difference documented by the President following the review of the S&A Fee Committee budget recommendations presented for adoption.

Final adoption of the budget will rest with the Board.

SECTION 6. DISPUTE RESOLUTION

As provided in RCW 28B.15.045, in the event of a dispute or disputes involving the S&A Fee Committee recommendations, the College Administration shall meet with the S&A Fee Committee in a good faith effort to resolve such dispute or disputes prior to submittal of final recommendations to the Board.

If said dispute is not resolved within fourteen days of the original dispute, a dispute resolution committee shall be convened by the chair of the S&A Fee Committee within fourteen days. The dispute resolution committee shall be selected as follows: The College Administration shall appoint two nonvoting advisory members; the Board shall appoint three voting members; the S&A Fee Committee chair shall appoint three student members of the S&A Fee Committee who will have a vote, and one student representing the S&A Fee Committee who will chair the dispute resolution committee and be nonvoting.

The committee shall meet in good faith, and settle by vote any and all disputes. In the event of a tie vote, the chair of the dispute resolution committee shall vote to settle the dispute.

The Board may take action on those portions of the S&A Fee budget not in dispute in accordance with the customary budget approval timeline established by the Board. The Board shall consider the results, if any, of the dispute resolution committee and shall take action.

SECTION 7. BUDGET AMENDMENTS

Any changes which will significantly alter the original intent of a program's approved budget request, must be formally amended by the S&A Fee Committee. The program should submit a detailed amendment request that clearly states the rationale for the change. The S&A Fee Committee must approve the budget amendment with a majority vote.

ARTICLE 5 – S&A FEE BUDGETS

SECTION 1. CLUB BUDGETS

Upon successful completion of new club charter requirements, clubs have shared access to the S&A Student Clubs budget. A club is a student-led group whose program is based on the promotion of an identity, a special interest, occupation, or field of study. A club is a group of students with a designated purpose who are not specifically regulated by a department other than Student Life. Because the management of the club is intended to be a student learning experience, the day to day functions of the club are carried out by student members, although clubs must contract with an

advisor. The advisor is chosen by the club members and may or may not have an affiliation with the group. Once recognized, clubs have shared access to the S&A Student Clubs budget.

SECTION 2. PROGRAM BUDGETS

Program Directors are required to submit their budget requests annually by the determined deadline for consideration.

Upon approval of the S&A Fee annual budget, a budget will be created for each program, if one does not already exist. Annual program allocations can be found in the S&A Fee Budget Handbook.

SECTION 3. ORGANIZATIONS

An organization is a student-formed group with a larger affiliation to a state or national organization. An organization is also usually closely tied to a department on campus, and oversight of the organization is shared between that department and Student Life. Frequently, some funding from the department goes towards the group, although it is not always the case. An organization is granted the opportunity to submit a budget request/proposal to the S&A Fund Committee and has shared access to the S&A Co-Curricular budget.

SECTION 4. CONTINGENCY FUNDS

Associated Students Contingency Funds are only available to currently funded Services and Activities (S&A) fee programs and are intended to be used for expenses (such as equipment, guest presenters or conference travel) that were not budgeted in the regular budget request cycle.
Due to the nature of the funds available in the Contingency Fund, requests through the Contingency Fund should be limited.

Up to 15% of the annual S&A budget can be allocated to the Contingency Fund by the S&A committee. Requests for contingency funds should be done so through a Funding Request submitted to the ASBTC Executive Team and voted on by the Student Senate.

LIMITATIONS

Funds may not be used for:

1. To cover avoidable over-expenditures.

2. Items, which should be, covered in whole or in part by instructional funds and/or other appropriate college budgets. Unless it is an unexpected expense.

3. Annually recurring expenses not requested during the annual request budget cycle.

4. For all S&A travel requests, there is a non-transferrable maximum subsidy of $600 per participant and $6,000 per trip. Travel expenses are defined as transportation, lodging and per diem. Travel will be tracked by the Office of Student Life.

If this budget request is expected to recur, it should be included in the annual budget.

ARTICLE 6 – DEPOSITS & EXPENDITURES

SECTION 1. DEPOSITS

Funds collected or revenues produced through ASBTC sanctioned activities or fee collections, shall be deposited with and expended through the business office of the College. This includes all monies raised for projects on or off campus by ASBTC sanctioned program or clubs. All fundraising activities must be preapproved by the Student Life Director using the Fundraising Application Form.

Off-campus bank accounts for clubs and programs are strictly prohibited. The procedure for collecting revenues shall be in compliance with the policies, regulations and guidelines under which the Vice President for Administrative Services manages the various College funds. The Student Life Director, in collaboration with Clubs & Organizations Advisors, is responsible for ensuring that all funds are managed according to established College procedures.

Monies collected by any student program or activity must be turned in to the Cashier's Office at the end of the day, or if after hours, turned in immediately the following morning. When deposited with the Cashier, a receipt will be issued indicating the amount credited and the account funds are deposited in.

SECTION 2. EXPENDITURES

Expenditure of funds shall be in compliance with the established rules, regulations, and internal procedures of the Office of Student Life and the College, under which the Vice President of Administrative Services manages the acquisition, inventory and disposal of property.

Disbursements from any S&A fee account must be approved in advance with established College purchasing protocol.

SECTION 3. ANNUAL EXPENSE REPORTING

All information pertaining to S&A fees budgets shall be made available to interested parties. Annually, by September 30th, the Director of Student Life in coordination with Business Services will post S&A fees expenditure information for the prior academic year on the College website so that the information is clearly visible and easily accessible to students and the public. At a minimum, the S&A fees budget information must include all the major categories of expenditure and the amounts expended in each category.

ARTICLE 7 – TRAVEL When students are participating in official club or organizations events that require off-campus travel, the campus organization should consult with the Office of Student Life prior to beginning any travel procedure. There are a few specific guidelines to follow:

- The advisor will determine who from your club/organization will be included in the travel request

- The advisor, or another designated college employee, must join the students on the trip and be present during the entire length of the program unless other arrangements are made at the discretion of Linda Fossen, Vice President of Student Services at 360-752-8440 or lfossen@btc.edu
- All necessary paperwork must be submitted at least one month in advance. Any questions about the paperwork can be directed to ASBTC Clerical Support.

- All students traveling must be enrolled for at least 1 credit at BTC at the time of the event. If travel is happening during summer quarter, students must be enrolled for at least 1 credit for fall quarter. If the traveling student drops their classes after traveling to an ASBTC funded event, they will be expected to pay back the costs of their travel.
- Student travelers approved to be reimbursed for out of pocket travel expenses (meals, mileage, gasoline, etc.) must submit a completed Student Travel Authorization form to ASBTC Clerical Support prior to travel. In-state travel requires approval by the Vice President for Student Services. Out-of-state travel requires approval by the BTC President. ASBTC Clerical Support will get the forms signed by the VP or President for you.

Students participating in official Bellingham Technical College events or ASBTC sponsored trips that take place off-campus are subject to all the rules and regulations outlined in BTC's Student Conduct Code 495B-121 which can be found in your student handbook, in College Services 106, or at www.btc.edu.

ARTICLE 8 – FUND BALANCE

SECTION 1. FUND BALANCE

All unallocated and unspent S&A Fees and earned program revenues shall, at fiscal year-end, revert to the Fund Balance.

The ASBTC fund balance and can be used for the costs of disaster recovery related to items originally funded with S&A fees, for unexpected downturns in revenue resulting in less than expected S&A fee revenue, and proposals to use S&A fund balance for student projects and activities that are unusual in nature and not expected to reoccur; or that could not be funded during the annual allocation cycle. Use of funds from the fund balance must be approved by the College Board of Trustees.

ARTICLE 10 - CONTRACTS

SECTION 1. RESPONSIBILITY

Prior approval for contractual agreements pertaining to chartered clubs, and programs and activities must be obtained from the Student Life Director and/or designee prior to submitting materials for approval. All contracts should be processed in accordance with the College's established contract approval policy.

SECTION 2. INVALID CONTRACTS

Written contracts pertaining to chartered clubs, student sponsored programs and activities made without prior approval from the Student Life Director, approved by the Vice President of Student Services or his/her designee and authorized by the Vice President of Administrative Services and/or designee are invalid.

Responsibility for payment of invalid contracts rests with the club or organization advisor and members of the contracting group and may not be paid from public funds.

ARTICLE 11 - OPERATIONAL DIRECTIVES

It is recognized that emergency situations arise which are not covered by this Financial Code. The Student Life Director is authorized to issue operational directives to protect the integrity of the S&A Fees as related to programs, activities and associated funds. Operational directives issued will be disclosed to the S&A Fee Committee.

ARTICLE 12 - CODE LIMITATIONS

Any article, section, or part of these guidelines that is or becomes contrary to applicable law is declared inoperable and void, and severed from these guidelines. Remaining provisions of these guidelines shall stay in effect.

ARTICLE 13 - VIOLATIONS

Violations of the provisions of the Financial Code by any club or funded program may be cause for revoking the club's charter and/or revoking funding of said program. Violations shall be filed as a grievance with the Vice President of Student Services and Student Life Director.

ARTICLE 14 - AMENDMENT PROCEDURES

Amendments to the Financial Code must be submitted in writing to the Student Life Director. Revisions must be reviewed and approved by the ASBTC Finance Director, Student Life Director, Vice President of Student Services, and Vice President of Administrative Services.

ARTICLE 15 – RECORDS MANAGEMENT

SECTION 1. CLUBS & ORGANIZATIONS RECORDS

ASBTC is responsible for retaining clubs & organizations charters, and budget information as specified by Washington State records retention schedules.

All original documents including club meeting agendas, minutes, flyers, etc. are the responsibility of the club or organization.

SECTION 2. PROGRAM RECORDS

ASBTC is responsible for retaining program budget information as specified by Washington State records retention schedules.

Bellingham Technical College does not discriminate on the basis of race, ethnicity, creed, color, sex, gender identity or expression, citizenship or immigration status, national origin, age, religion, disability, veteran or military status, sexual orientation, genetic information, the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, pregnancy, marital status, or any other characteristic protected by federal, state, or local law in its programs, activities, and services. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director for Human Resources Allison Mack, 360.752.8354, or hr@btc.edu. For Title IX/Section 504 compliance, contact: Vice President of Student Services Michele Waltz, 360.752.8440, or title9@btc.edu. Mailing address: 3028 Lindbergh Avenue, Bellingham, WA 98225. BTC publications are available in alternate formats upon request by contacting the Accessibility Resources office at 360.752.8576.