

## Accounting for Special Events and Activities

DRAFT 6.11.14

The following information is designed to ensure revenues and expenditures for special events and activities are properly classified in college funds, club accounts and the foundation

### DEPOSITING FUNDS

#### Examples

#### A. Authorized Foundation Revenue:

Individual or organizational contributions to scholarships  
Individual or organizational contributions to capital campaigns  
Individual or organizational contributions to department/staff development funds  
Individual or organizational contributions to programs and events  
Tips/contributions for culinary students, massage therapy students with proceeds going toward scholarships or program support. (Note: must clearly state use of funds when accepting tips or donations.)

*Art department fund, ASA staff development fund  
Rainy day food pantry donations, Nursing program support*

#### B. Foundation Non-Gift Revenue: Pre-Approval Required

Ticket sales for theater, benefit concerts and other activities where proceeds go to scholarships or other purpose specified on ticket. Requires prior authorization from Executive Dean or Vice President.

#### C. Club Accounts

Sale of student art  
Student/club activity revenue

*Ceramics, art o mat  
Nursing club, athletics gear sales, MOA club, black student union*

#### D. College Revenue

Fees for college events, workshops, services and activities

Rental revenue for college facilities and equipment.  
Rental allocation: 50% to department, 25% to general fund, 25% to reinvestment fund  
Revenue from sale of college equipment and property  
Advertising revenue (signs, brochures, etc.)

*Application, program, apprenticeship fees; printmaking workshops; track event fees; Siltcoos station rentals; BDC workshops  
Field rental, theater rental, science lab rental, siltcoos station revenue  
Airplane sales, equipment sales, sale of adv. tech materials, Gym, baseball field signs*

### PROCESS

1. If accepting credit card transactions for your event or activity, ensure you have a Square or other authorized processing system set up with college finance or the foundation.
2. Obtain pre-approval to use proceeds from college events and activities for scholarships, if applicable.
3. Complete deposit transmittal form and deposit funds to college finance office. *Note: this form is being finalized. It will be available on the budget website soon!*

### FAQs

*Q: Will I be able to deposit cash with college finance?*

A: Yes, college finance will be accepting cash, checks and credit card transations for special events and activities starting July 1.

*Q: Will I be able to request checks for special event and activities expenditures through college finance?*

A: Expenditures should be processed via purchase order or p-card. Please work with Greg Holmes if you have a need that requires issuing checks.