

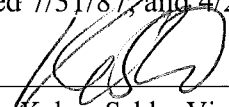
EDINBORO UNIVERSITY OF PENNSYLVANIA

Policy: SGA RESTRICTED ACCOUNTS

Policy No.: **A011**

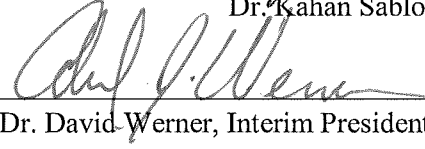
Supersedes Policy No. A011, Dated 7/31/87, and 4/26/93

Recommended for Approval by _____


Dr. Kahan Sablo, Vice President for Student Affairs

5/25/16

Approved by _____


Dr. David Werner, Interim President

on _____

5/31/16
Effective Date

Review Date: As Required

INTENT

To ensure the appropriate accounting of funds earned through approved student fundraising activities.

POLICY

Any student organization that is eligible for funding through the Student Government Association (SGA) and desires to earn money through University-approved fund-raisers will be required to deposit such additional funds in a restricted account with the Student Government Association. Exceptions to this rule will only be granted by the Director of Campus Life for the use of external accounting entities.

PROCEDURES:

1. Funds earned by a student organization must be deposited in the SGA Business Office and placed in the organization's revenue account within 24 hours of collection.
2. Revenue accounts will be managed by the SGA.
3. SGA will furnish accounting reports to the advisor and treasurer of the organization as requested.
4. Interest earned on monies in accounts will accrue to the Student Government Association to pay for the costs of accounting and bookkeeping.
5. Expenditures from revenue accounts will be directed by the club's officers and advisor. SGA will not deposit any of its funds into an organization's revenue account, nor will it expend funds from an organization's revenue account.
6. The expenditure of funds from revenue accounts will be done in compliance with University policies and procedures.
7. Each account will remain active as long as the student organization maintains University recognition. Revenue accounts will remain active for two full academic years after a lapse in University recognition. Two years after a lapse in recognition, funds will be irrevocably transferred to the Student Government Association's General Fund unless stated otherwise in the approved constitution.

RELATED UNIVERSITY POLICIES, CODES, AND STATEMENTS

Recognition of Student Organizations A024

Student Organization Advisors A025

CONTACT INFORMATION

Contact	Office	Address	Telephone
Operations Director	Student Government Association	Pogue Student Center	814-732-2910
Associate Vice President of Financial Operations	Financial Operations	McNerney Hall	814-732-2725
Vice President	Student Affairs	Pogue Student Center	814-732-2313