Central Administration
Revenue Policies and Procedures
Part A (5) (B): Revenue – Non-College Revenue

1. Non-college Revenue

No revenue received by the college shall be deposited in any account other than to a college account, except as follows: (a) funds collected on behalf of the Student Association on behalf of students, pursuant to authorization of the Board of Trustees of the college and the Board of Directors of the Student Association; (b) funds for the bookstore pursuant to a signed agreement between the college and the bookstore, and (c) funds for child care services pursuant to a signed agreement between the college and the Student Association, the administrator of child care services.

2. Resolution of Disputes

The office of business and financial services is responsible for resolving any issues related to the appropriate deposit of revenues.

The office of business and financial services will review the structure and appropriateness of the revenue source codes of the college no less often than annually.

3. Transfers to the Association

The college collects revenue, based on a fee structure approved by the college board of trustees, for the Student Association. On a regular basis, checks are written from the college’s depository transfer accounts, remitting amounts due to the Association. The college and the association will agree upon the protocol governing the timing of transfers.

In any situations where the disposition of funds into a college or association account is in question, the determination of the college will prevail.