

- Policy: BFCNRV-01
- Issue Date: 02/26/2009
- Revised: 09/01/2009
- SME: Controller

Collection of Participation Fees for Extracurricular Programs, Events, or Activities

Policy Statement

University departments or registered student organizations may offer extracurricular programs, events, or activities for which they charge participation fees. **All participation fees are to be collected in accordance with State of Georgia Accounting Manual section 3(b), University of West Georgia Cash Handling Policy (BFCNAS-04) and deposited with the cashier in the Office of the Controller into a University-controlled account established for the specific program.**

Organizations which do not receive funds from the University but seek sponsorship or endorsement of the University for their respective program are required to comply with this policy. Registered student organizations for which the university does not provide funding are exempt from this policy.

When possible, such participation fees should be collected prior to the program/event/activity. If that is not possible (for example, when charging at the door for admission to an event), the organizer must establish procedures to ensure a clear audit trail for the money collected. For assistance with establishing such an audit trail, organizers should contact the Office of the Controller.

All requests for such programs, events, and activities should be submitted in writing addressing the information listed below to the appropriate Divisional Vice President or his/her designee and to the Vice President for Business and Finance for approval:

- Department or organization sponsoring the program
- Description of the program/event/activity
- Purpose of the program/event/activity
- For a program/event/activity sponsored by a department, how it fits into the department's mission
- Frequency of the program/event/activity i.e., annually, semester, one-time.
- Individual responsible for account reconciliation
- Type of charges to be incurred.
- Additional information not listed above that the Vice President(s) may need to make an informed decision
- Detailed budget for the program showing details of revenue (from fees and any other sources) and expenditure. These two are expected to be in balance.

Once the initial approval of the Divisional Vice President and Vice President for Business and Finance is granted, the responsibility for review of the program/event/activity on an annual basis passes to the department head to assure that the program, event, or activity is still an appropriate offering for that department. The review will also assure that the program, event or activity is in compliance with all applicable university policies. Evidence of the annual department head review is to be retained with the department head and available for audit. For registered student organizations, the organization advisor is responsible for conducting the annual review, and the Division of Student Affairs & Enrollment Management will maintain a copy.

Exceptions to this policy require the approval of the Vice President for Business and Finance.



Failure to comply with the terms of this policy may result in disciplinary action up to and including termination.

Procedure

- An individual drafts and submits a memorandum to the appropriate Divisional Vice President or designee requesting the program and detailing the above requirements for consideration. Requests for programs/events/activities sponsored by registered student organizations must have the signature of the organization advisor. Requests for events sponsored by departments must have the signature of the department head.
- The approved request is then forwarded to the Vice President for Business and Finance for review and approval of compliance with applicable business policies and procedures.
- Approved requests are distributed to the appropriate Divisional Vice President and Vice President for Business and Finance.
- Requests not approved are marked as not approved and returned to the requesting department.

Restrictions

- Individuals and organizations are prohibited from depositing funds collected for program/event/activity participation fees with other organizations or other financial institutions.

Definitions

- **Extracurricular:** Programs/events/ activities for which no academic credit is awarded.
- **Participation fees:** Any fee charged to individuals to help pay for the cost of a program/activity/event, such as registration fees or admissions charges. This policy does not apply to organizational dues or to mandatory or elective fees which are billed directly to students by the Bursar's office.