

Services and Activities (S+A) Fee Use - Compliance and Guidance Updated - January 20, 2020

This document has been developed to assist Bellevue College staff and students in complying with guidance related to appropriate use of Service and Activities (S+A) funds. Compliance to this document along with other documents, regulations, etc. will ensure that Bellevue College is meeting its commitment to student extracurricular and co-curricular experiences.

General Information:

The S+A Fee Committee is made up of students and staff. Their mission is to review requests and make a budget recommendation to the college and the Bellevue College Board of Trustees for annual approval. S+A funding is meant to cover yearly costs, startup costs and one-time asks for student activities and programs. Even if funding requests meet appropriate standards for S+A eligibility, the committee may not be able to fund all requests due to the committee's priorities, amount collected through enrollment, and total demand for S+A funds. **S+A funding is not guaranteed from year to year.**

Appropriate Use Reminders:

Use of S+A funds should comply with the Killian document (attached), and relevant RCWs, campus policies and procedures. The following is not an exhaustive list of appropriate uses but includes examples of the most relevant areas of compliance that must be followed:

- S+A funds are not curricular in nature. They are for **co-curricular** or **extracurricular** involvement (Killian, pg 2). A class cannot be required for an experience that is funded by S+A and S+A funds cannot be used for curriculum needs.
- S+A funds should not be used for items that could be “considered part of the fundamental educational objective of, and basic services provided by the college.” (Killian, pg 5). If a service is viewed as a **basic operational service** of the college or department, the item should not be funded through the S+A process.
- S+A fund use should be proportional to the extracurricular or co-curricular use. An example of proportional funding would be the funding of a renovation project where the space is used for both institutional and student extracurricular/co-curricular uses. If funds were being spent to upgrade the space, the percentage of the total project cost funded by S+A funds should not exceed the percentage of time that the extracurricular/co-curricular events use the space.
- If audited, one will need to clearly show how S+A funds were used for co-curricular and extracurricular purchases and not for curricular or institutional uses.
- When S+A funds are used as “seed money” (i.e. money used to start a new program that complies with S+A funds use), all resulting revenues from the event/service are considered to have been co-mingled with state funds and therefore fall under college and state spending restrictions pertaining to public funds. (Killian, pg. 6).
- S+A funds may only be used as specified by the approved funding request. If funds are not used during the approved funding window, the funds will be returned. Unused funds do not roll over into the subsequent fiscal year unless approved by the S+A committee.
- Associated Student Government (ASG) funds are S+A funds (Killian, pg. 1) and must adhere to this document, the Killian document, applicable RCWs, campus procedures and policies.
- S+A funds cannot be spent on outreach or recruitment activities to non-students (Killian, pg. 6).
- S+A funds can be used for student employment if the employment meets all other criteria guiding S+A fund use.

Yearly Analysis and Review:

At the end of each fiscal year, there will be a final S+A report that will need to be submitted by those who received S+A funds. In the report, the following information will be necessary:

- A reconciliation statement detailing how funds were used as compared to budgeted/ requested. (The reconciliation statement will be developed and implemented by July 1, 2020 for the 20-21 fiscal year.)
- Inventory list and location of all items purchased with S+A funds during the fiscal year.
- A review of how learning outcomes or goals of the funding were met or not met.

Questions Related to Compliance and Use:

If one has a question regarding compliance or use of S+A funds, please contact the Office of Student Programs or the Finance Office.

Documents and regulations that guide S+A Fund Usage:

- Killian Document (October 2018 Revision)
- RCW 28B.15 - <https://apps.leg.wa.gov/rcw/default.aspx?cite=28B.15>
 - Specific sections - .041, .043, .044, .045