



# COLORADO COLLEGE

Office of Finance & Administration  
(719) 389-6693

14 E. Cache La Poudre St.  
Colorado Springs, CO 80903

## WELCOME TO FY 18-19 Student Club Information

### SOURCES OF FUNDING

**Student Clubs can have as many as three sources of funding:**

- *Agency Funds* – In Banner, these start with a fund number 82xxxx – then your org
- *CCSGA Funds* – In Banner these start with a fund number 151xxx – then your org
- *Gift Funds* – In Banner, these start with 22xxxx. Not all student clubs have a gift fund, so if you are not sure if your group has one, please check with the Finance Office.

### STUDENT GROUP AGENCY AND AUTHORIZATION APPLICATION

Regardless of whether or not your student club has an agency fund or a CCSGA fund, you must fill out the online [Authorization Form](#) at the start of every school year. Once this form has been submitted, a second form will be emailed to your advisor, which they must also fill out and submit. Once these steps are complete, the Finance Office will transfer the CCSGA operating funds you were awarded the previous spring into your CCSGA fund. Access to your agency fund will also be activated.

### AGENCY FUNDS

You will use your agency fund account for any kind of individual fund raising you are doing – things like ticket revenue, yard sale revenue and departmental funding will go to this account.

This account is under your (and your advisor's) control and the balance left in it at the end of the year will roll forward.

### CCSGA FUNDS

You will spend your CCSGA funds for the things specified in your CCSGA application. Groups are awarded operating budgets for meeting expenses, etc. There is a separate application process if your group needs special event funding. Please see the CCSGA website for more details. Please keep in mind that at the end of each semester, all money remaining in your CCSGA fund is swept to zero and returned to the CCSGA.



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## **GIFT FUNDS**

These start with 22xxxx and are given by outside donors for specific purposes. If your group has a Gift Fund, you will spend directly from it.

## **BUDGET TRAINING**

Your budgets can be seen on Banner (SSB). Once your application is accepted, you can schedule budget training with the Finance Office.

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## Agency Fund vs CCSGA Fund

### Agency Fund: 82xxxx-161xxx

- ‘Agency’ of the College
- Allowed to raise money
  - Cash, Gold Card payments, credit card payments (through Worner Desk)
  - Tax-deductible receipts-gifts must go through Advancement
- The balance in your fund rolls over from year to year

### CCSGA Fund: 151001-161xxx

- Operates under the CCSGA umbrella
- Money is awarded by the CCSGA
- At the end of each semester, remaining balances are swept to zero. Second semester awards are processed upon the students’ return in January.

### Similarities

- Each Fall, Student groups must submit the application form and attend training in order to have access to the funds.
  - <http://sites.coloradocollege.edu/ccsga/activate-your-student-group-account>
- You will not be allowed to operate at a deficit.