

Fund 6 Account

Rules and Procedures

A Fund 6 (F6) account is available for student organizations wishing to generate funds through fundraisers, donations and/or membership dues. The student organization treasurer, not the Student Government (SG) Treasurer, manages the F6 account. Unspent F6 money at the end of the fiscal year (July 1st – June 30th) will carry forward to the subsequent fiscal year. Fund 2 budget (SG allocated funds) may not be transferred to a Fund 6 account.

Fund 6 Uses:

- Charitable, philanthropic, and political donations
- Supplies for fundraising
- T-shirts and give-away items. *All imprinted items that include the Santa Fe College name and/or logo must be approved by the Student Life Websmith, Kate Kowalczyk. Email her at kate.kowalczyk@sfcollge.edu to confirm the artwork aligns with college policies.*
- Student Travel (travel paperwork is completed through the Student Life Business Office)
- Food
- Other items as needed by the organization

Creating a Fund 6 Account:

Once an organization has chartered with Student Government, a F6 account may be created by completing the [Signature Authority Form for Fund 6 Agency Accounts \(Student Clubs\)](#).

Submit the completed form to the Office for Finance, Renee Henry or Dennis O’Hearn, in F-030. The form provides important information regarding the advisors and officers authorized to approve purchase requests. This form must be updated annually and anytime there is a change in officers or advisors. This ensures the current advisors and officers of the organization have access to the F6 account.

Fund 6 Account Information:

Student organization advisors have access to view the Fund 6 account information via eStaff. The staff in the Student Life Business Office or Office for Finance are also available to provide F6 information.

Important Fundraising Information:

- A Fund 6 account must be created prior to fundraising.
- With the exception of bake sale items (which are exempt per Florida State statute), all items sold as part of a fundraiser are subject to 6% sales tax. This includes, but is not limited to, t-shirts, cups/mugs, backpacks, handmade items, and plants. Prior to conducting a fundraiser, other than a bake sale, contact Renee Henry or Dennis O’Hearn in the Office for Finance regarding the collection of sales tax.

Fund 6 Deposits:

- ALL money received or fundraised must be deposited in a Fund 6 account within two (2) business days of acquiring the funds.
- Deposits are made in the Cashier’s Office in F building. The following information is required to make a F6 deposit: organization’s account name and number (eight digit number beginning with a six) and General Ledger Code (GLC) 21101 (for deposits).
- The Fund 6 account number may be obtained from the organization’s advisor or the Student Life Business Office or Office for Finance staff.

Purchasing with Fund 6 Money:

Purchases of \$100 or less:

Once a purchase is approved by the student organization, a student or advisor may make the purchase then submit the original itemized receipt to the cashier’s office for reimbursement. The following information must be included on the receipt before taking it to the cashier:

- Student organization name
- Fund 6 account number
- GLC number for withdrawals, 21102
- Signature of the advisor and club officer authorized to sign for withdrawals.
- Signature of either Renee Henry or Dennis O’Hearn, Office for Finance staff.

Purchases greater than \$100:

Once a purchase is approved by the student organization, a student or advisor may make the purchase then submit the original itemized receipt to the Office for Finance. The receipt must include the above information and be attached to a completed [Fund 6 Memo Form](#). A check will be issued and mailed to the payee, usually within one week.

Purchases Paid Directly to the Vendor:

If you would like the purchase paid directly to the vendor, obtain an invoice from the vendor and attach it to a completed [Fund 6 Memo Form](#). If you would like to create your own memo, it must include the following information:

- Student organization name
- Fund 6 account number
- GLC number for withdrawals, 21102
- The amount of the purchase
- To whom the funds are payable (name of vendor as listed on the invoice)
- The purpose for the purchase
- Signature of the advisor and club officer authorized to sign for withdrawals.

Submit the invoice and memo to Renee Henry or Dennis O'Hearn in the Office for Finance for processing. A check will be issued and mailed to the vendor, usually within one week. After a week, contact the vendor to confirm payment was received. Also, confirm when the item will be ready for pick-up or shipped to the college.

Student Organization Recharter Requirement:

Student organizations must recharter annually through Student Life at the beginning of the fall semester and no later than September 30th. If a student organization fails to recharter by the deadline the organization's Fund 6 (F6) account will be froze and thus unavailable for use for both deposits and withdrawals. If the student organization does not recharter by September 30th of the following year any monies in the F6 account will be transferred into the Student Government F6 account.

Contact information for Student Life Business Office and Office for Finance staff may be found on the following page. If you have Fund 6 account questions, please contact someone from the list below.

Contact Information for Fund 6 Accounts:

If you have questions about Fund 6 accounts, you may contact the following staff in the Student Life Business Office or the Office for Finance.

Student Life Business Office:

Emly Reinhardt (*primary contact*)
emly.reinhardt@sfcollge.edu
(352) 381-7072
S-138

Chris Spence -Thomas
chris.spence-thomas@sfcollge.edu
(352) 395-5911
S-147

Teresa Lanier
teresa.lanier@sfcollge.edu
(352) 395-4179
S-146

For travel using F6 money contact:

Helen Pelkey
helen.pelkey@sfcollge.edu
352-381-3710
S-145

Office for Finance:

Renee Henry (*primary contact*)
renee.henry@sfcollge.edu
(352) 395-5232
F-030

Dennis O'Hearn
dennis.ohearn@sfcollge.edu
(352)-395-7310
F-030A