Title: **Funds from Auxiliary Enterprises and Gifts   Rule 5.3**

General Authority: FS 1001.64
Law Implemented: FS 1010.08; 6A-14.072, 6A-14.077 FAC

Effective Date: July 1, 1998

Purpose: To authorize disbursement of funds derived from auxiliary enterprises and undesignated gifts.

The President shall establish in the Office of Finance such auxiliary activities and contracted services to provide retail outlets to satisfy the needs of students and College employees for goods and services. Such activities may include, but not necessarily be limited to, a College bookstore, food concessions, and vending machine operations. Financial arrangements for the operation of such activities shall conform to the requirements of the *Accounting Manual for Florida's Public Community Colleges* and relevant rules of the State Board of Education.

The President shall authorize the disbursement of funds derived from auxiliary enterprises and undesignated gifts in accordance with the purpose enunciated in this policy statement:

A.   Promotion and public relations activities that will directly benefit or be in the best interest of the College, such as:

        Graduation activities
        Visiting committees
        Orientation
        Work conferences
        Recruitment of faculty and staff
        Official meetings and receptions
        Guest speakers
        Other development activities

B.   Hospitality of business guests of the College, provided:

        The amount disbursed for this purpose shall not exceed $1 per FTE enrollment in the previous year, up to a maximum of 5,000 FTE students, and $.25 per FTE enrollment in excess of 5,000, and

No employees traveling on per diem from the state shall be considered a business guest.

C.   Student scholarships and matching requirements for federal and state funds in the student financial aid program.

D.   Other special activities and projects that will be in the best interest of the College.

Funds to be provided for these purposes shall be transferred from the Auxiliary Fund into the appropriate fund and included in the approved College budget.