



College of The Albemarle Policy

Policy Number: 6.3.3

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Title: Expenditures of State Funds

Related Policy and Procedures:

Division of Responsibility: Business and Administrative Services

I. DISBURSEMENT OF STATE FUNDS

State funds expended by the College shall be disbursed through a disbursing account that the State Treasurer has established for the College. The signature of College officials that are authorized by the College's President to sign vouchers issued on State funds shall be maintained on file with the State Treasurer and the State Board. The State Treasurer will furnish signature cards for this purpose.

II. EXPENDITURE OF STATE FUNDS

State funds shall be expended consistent with the purposes for which the State Board allocated the funds. In the event that the College expends State funds for an unauthorized purpose, the College shall reimburse the State for the amount from non-State funds.

A. Allowed Expenditures may include the following, but not limited to

1. Travel Expenses

State funds may be expended for travel in accordance with Policy 6.3.4 – Financial Reimbursements.

2. Accreditation Expenses and Dues

a. Accreditation expenses relative to Southern Association of Colleges and Schools Commission on Colleges may be paid from State funds within the College's current allotment. These expenses shall be limited to payment of travel, subsistence, lodging, and honorarium incurred by members of visiting committees, other bona fide representatives, and members of the staff of accrediting organizations.

b. The College may pay from State funds the required annual dues of the Southern Association of Colleges and Schools Commission on Colleges, and such institutional association membership dues as the Board deems to benefit the College.

c. The College may also pay from State funds the fees for accrediting individual programs offered by the College if the College's President determines that the accreditation provides value to graduates of the program.



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3. Campus Security

The College may use up to a specific amount of State funds designated by the State Board for campus security. Under this authority, the College may:

- a. Hire security or campus police personnel;
- b. Contract for professional security services and other security-related services; and
- c. Purchase surveillance cameras, call boxes, alert systems, and other equipment-related expenditures, excluding vehicles.

4. Employee Recognition

The College may use State funds for purchases related to the recognition of employees for meritorious service through programs such as the one authorized by the State for State employees. In addition, State funds may be expended, not to exceed Fifty Dollars (\$50), for the purchase of a plaque or for the printing and framing of a certificate to recognize employee service or performance. The expenditure of State funds for these purposes is subject to the availability of funds within the College.

B. Prohibited Expenditures

1. Athletics

The College shall not use State funds to create, support, maintain, or operate an intercollegiate, club, or intramural athletics program. Athletic programs may only be supported by student activity fees or other non-State funding sources that are authorized for that purpose.

2. Promotional Giveaways

The College shall not use State funds to purchase promotional giveaway items or other gifts for any reason, including promotional giveaway items purchased for College marketing and advertising. "Promotional giveaway items" are items given to an individual or entity for less than fair market value that do not serve an instructional or institutional purpose. Items that serve "an instructional or institutional purpose" are those used for classroom instruction and daily, routine operations of the College not associated with marketing, advertising, recruiting, or fundraising.



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3. Membership Dues

Membership dues shall not be paid from state funds for individual college employees or for the benefit of an individual college employee unless the benefit of the membership is for the College and the position for which the individual is employed. If the College is to benefit from an individual's membership in an organization, that benefit should derive not because of the individual, but because of the individual's position with College regardless of who is in the position.

Additionally, although the membership may be in the name of the individual, this membership terminates when the individual terminates their employment with the College.

4. County Funded Items

Unless otherwise authorized by law, the Colleges may not use State funds for those budget items listed in N.C.G.S. § 115D-32 that are the County's responsibility to fund.

Legal Reference: N.C.G.S. § 115D-32; -58.3; 1H SBCC 200.3 through 200.11

June 13, 2023

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N/A

Date Approved by Board of Trustees

Date of Last Review

Date of Last Revision