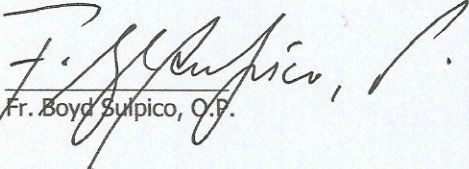


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| Policy No: | ADM-POL-FAD-0002 |
| Policy Title: | Policy on Fund-raising, Excess Fund on Activities |
| Implementation Procedure: | |
| Date of Issuance: | July 2012 |
| Effectivity: | July 2012 to present |
| Page Number: | One (1) |
| Office of Origin: (Policy Expert) | Office of the Vice President for Financial Affairs (VPFA) |
| "Supersedes" Notification: | |
| Purpose of Policy: | The policy is designed to establish the Colegio's provisions on conducting fund-raising activities and handling of excess funds. |
| Detailed Policy Statement: | <ul style="list-style-type: none"> • All activities that involve collection, selling of tickets, and/or sponsorship shall seek approval from the Financial Affairs Division at least two weeks before the activity. Likewise, activities of third party where Letran is represented and involves collection from students shall also be approved. • In case of fund-raising, the intended use or purpose of the raised fund must be explicitly included in the application. • No selling of tickets, collection or solicitation shall be made from the students and/or other parties without prior approval from the Financial Affairs Division. • Financial reports of approved activities shall be submitted to the Comptrollership Department of the Financial Affairs Division within seven (7) days after the activity. • Raised funds or excess funds from the activities shall be deposited to the Cashier. • Only organizations (employees & students) with maintained bank accounts and with authorized/elected officers may be allowed to keep their funds on their own. Should the organization opts to maintain their own bank account, they shall provide the Financial Affairs Division with semestral financial reports ending October 31 and March 31 of each year. The submission shall be on the 15th day of the following month. |
| Applicability: | All students and employees |
| Policy Approval Authority: | Vice President for Financial Affairs |
| Related Policies or References | |
| Definition: | |
| Prepared by | Planning, Funding and Development Office |
| Approved by |  Fr. Boyd Sulpico, O.P. |
| Date of Approval | |

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