

# LUTHER COLLEGE

## POLICIES AND PROCEDURES

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Department:	Office for Financial Services
Subject:	Christmas Cheer
Date Issued:	December 27, 2007
Updated and Reviewed By:	Finance & Administration Team, April 14, 2022
Approved By:	Reviewed by Cabinet; Approved by President

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### **I. Policy**

This policy outlines the guidelines for student organizations and departments participating in the Christmas Cheer program sponsored by Student Activities Council. College funds cannot be used to purchase Christmas Cheer gifts, nor can purchases be charged at local vendors and paid through Luther's accounts payable system.

### **II. Purpose**

This policy ensures that Luther funds are only used for Luther College's educational purposes. Christmas Cheer purchases are not for educational purposes and use of Luther funds for Christmas Cheer could jeopardize Luther's nonprofit status. In addition, purchasing items through Luther's accounts payable system to avoid sales tax is a misuse of Luther's sales tax exemption status.

### **III. Scope**

This policy applies to all departments or organizations (including student) participating in the Student Activities Council Christmas Cheer program.

### **IV. Terms and Definitions**

- Christmas Cheer – a program coordinated by Student Activities Council to provide Christmas gifts to local families in need of assistance.
- Student Bank – a non-interest-bearing savings account held in the Office for Financial Services. Funds can be deposited during normal cashier window operating hours. Cash withdrawals may be made during those same hours.
- Purchase Permit/Purchase Order – Luther College forms that allow a department or organization to charge items at local businesses.
- Payment voucher – form used for prepaid purchases, for purchases made without a purchase order, or for requesting reimbursement for purchases made with personal funds.

### **V. Procedures and Guidelines**

- A. Departments or organizations can sponsor a Christmas Cheer family by requesting a family through the Student Activities Office.

- B. Student groups or departments participating in the program may choose to individually purchase gifts for the family or to collect personal monetary contributions and designate a person or persons to make purchases for the group. Checks that are collected should not be made out to Luther College. Funds collected are not donations to Luther College and are not tax deductible.
- C. The Office for Financial Services can assist the student groups or departments in the safekeeping of monetary contributions by allowing the deposit of funds into a student bank account until the money is needed to purchase gifts.
- A person representing the department or organization brings funds for deposit to a Financial Services' cashier.
  - The person making the deposit must be a Luther faculty or staff member, not a student, and does not have to be the budget director of the department or organization.
  - The cashier will receipt the funds to a unique student bank account and collect the following information: Christmas Cheer, name of department or organization, and name/ID of person responsible for the funds.
  - The person making the deposit is the only person that can withdraw funds from the student bank. A picture ID must be presented at the time of withdrawal.
  - Checks will not be written from the student bank account. All withdrawals will be cash withdrawals.
  - Departments or organizations are not required to deposit Christmas Cheer funds in a student bank account.
  - The Office for Financial Services does not have a coin counter; advance arrangements must be made if the organization or department has loose coin to count.
- D. Christmas Cheer funds cannot be deposited in Luther budget general ledger accounts nor can those accounts be used to make Christmas Cheer purchases. Student agency accounts approved by student senate may use their agency accounts to deposit funds.
- E. Luther College purchase permits or purchase orders are not allowed for purchases of items to be donated to the families.
- F. Offices or organizations that collect more funds than is necessary for their Christmas Cheer family (ies) should contact the Student Activities Council and/or the Director of Student Activities for guidance on where the excess funds should go. Excess funds could support other worthy causes like the local food pantry or free clinic.
- G. If a student organization has an approved agency account (general ledger account beginning with 10-711-xxxxx-xxxxx) with the Office for Financial Services, they may utilize these funds for purchasing Christmas Cheer gifts. To use these funds, the faculty or staff advisor must approve a payment voucher form payable to the designated person to purchase the gifts. Submit the payment voucher to the Office for Financial Services two business days prior to when the check is needed to allow time for processing of the check. This form is available in Office for Financial Services or at <http://financialservices.luther.edu/FacultyStaffInfo.html>.
- H. Each year Student Activities Council will distribute a copy of this policy to all Christmas Cheer participants.