



SUMMER CAMP – POLICIES AND PROCEDURES

Policy #	Origination Date	Responsible Office	Status	Approval Date
		Business and Finance	2018 Draft	

Reason for Policy/Purpose Update

Dillard University (the University) hosts various summer programs on campus, however standardized procedures had not been established. This policy has been established to promote consistent treatment of all financial transactions for Summer Camps at the University.

Policy Statement

The purpose of this policy and procedures manual is to establish uniform University-wide procedures for Summer Camps. This policy is to ensure all the financial transaction created within the administration of the summer camps at the University are properly recorded, documented and reported in accordance with Generally Accepted Accounting Principles (GAAP) and Uniform Guidance 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.

Who Needs to Know This Policy

Faculty and Staff involved with the administration of summer camps at the University, and the Office of Business and Finance.

Policy/Procedures

GENERAL INFORMATION

The University hosts a wide variety of summer programs on campus. Some camps are conducted by the University's employees and while others may only rent facilities at the University for their camps. This policy addresses those summer camps which are conducted by the University's faculty and staff.

HIRING OF EMPLOYEES FOR SUMMER CAMPS

All staff hired to work for the summer camps conducted on the University's campus must be hired through the Office of Human Resources. This allows the employment classifications for all camp workers to be consistent. Camp Directors are responsible for drafting and submitting the job descriptions at least 12 weeks prior to the start of camp. The Office of Human Resources will proceed with the hiring of camp employees, including background checks and other pre-employment screenings as required by the University. Camp employees must have a clear background check prior to starting employment with the University.

PAYMENTS OF

CAMP REGISTRATION FEES,

All fees for summer camp attendees must be paid at the cashier's window in Rosenwald Hall 1st floor during normal businesses hours. The cashier should record the transaction with the camp attendee's first initial and last name along with what the payment is for, and the camp name. (i.e. H. Green Reg.-DU Fit Camp)

Once the camp roster is complete, a copy should be forwarded to the accountant for the summer program. The accountant will use the General Ledger and the roster to reconcile the camper registrations. Any discrepancies will be discuss with the camp director.

BEFORE AND AFTER CARE FEES

Each camp director must determine the hours of camp and the hours which will be considered before and after care. Before and after care fees for regularly attending campers must be paid on Monday for the current week, at the cashier's window in Rosenwald Hall 1st floor. The cashiers should record the payments similar as noted above (i.e. H. Green B/A wk.# - DU Fit Camp). Before and after care fees for Drop-in care must be paid at the cashier's window in Rosenwald Hall 1st floor, within 24 hours of the charge. The cashiers should record the payments similar as noted above (i.e. H. Green B/A Drop m/dd - DU Fit Camp)

On Monday morning, of the following week, the before and after care sign out log from the previous week is due to the accountant for the summer camp. The accountant will use the General Ledger and sign out log to reconcile the before and after care payments made for the week. The accountant will notify the camp director if any parents are behind in their payments.

PURCHASES

Purchases of supplies, equipment and/or services for use in the summer camp program will follow the same policies and procedures for all procurement and purchases made by the University. Please see the Purchasing Policies and Procedures for further details.

Any involvement with an independent contractor related to the summer camps, should follow current Dillard University policies and procedures as they related to contracts. Certain items must be verified prior to contracting with an individual such as licenses, certificates, and insurance

REPORTING

At the end of the summer camp, the accountant along with the camp director will prepare and submit any required reporting to grantors or funding agencies

Website Address(es) for this Policy

Contact(s)

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Who Approved this Policy

History/Revision Dates

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Cabinet Approval Date:
Updated:
Revised:

Agreement - Signature