A Student Activity and Service Fee Budget Board shall be established to develop an annual budget for the use of student activity and service fees (A&S Fees). The budget shall be approved by the College President.

The Board shall consist of at least half students with and have representation from the Student Government Association and designated College officials. At a minimum, the voting members of the Board shall include, the SGA President, SGA Vice President, a student club representative, an at-large student appointed by the SGA President, Director for Campus Life, SGA Adviser, and at least one college official from the Business Office appointed by the Vice President for Administrative Services.

During the course of a fiscal year, the Board shall make necessary allocations and budget adjustments to respond to new initiatives and changing needs with the approval of the College President or designee.

In accordance with F.A.C. 6A-14.057, the budget is to be based on an estimate of total funds generated from this fee based on the anticipated enrollment figure approved by the College President as well as an estimate of funds carried forward from the prior year, if available. Five percent of the total anticipated budget for each fiscal year shall be set aside in a Contingency Fund account to address any emergency needs and unforeseen budgetary expenses. This budget shall be approved by the College President.

These funds shall be collected and expended in accordance with College policy, the administrative rules of the Department of Education, and the laws of the State of Florida, as applicable.

Specific regulations, procedures and processes for the requisition, distribution, allocation and expenditure shall be established by the Board with approval of the College President or designee.