

NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

7050P BOOKSTORE OPERATIONS PROCEDURE

ALLOCATED COSTS

Identifiable and measurable direct costs and pro rata shares of indirect costs (utilities and custodial expenses) will be charged to the bookstores. Indirect costs will be calculated by dividing campus cost of utilities and custodial labor based on campus square footage. The bookstores will be charged those expenses on a square footage basis.

ANNUAL REPORTING

The Director of Finance shall prepare statements of income and expenses and determine accumulated retained earnings on an annual basis. Retained earnings in excess of recommended levels shall be broken into dedicated and undedicated amounts in accordance with the bookstore policy. This calculation will be done in conjunction with the official closing of the fiscal year accounting (generally the second or third week of August).

DISTRIBUTION OF EXCESS RETAINED EARNINGS

Requests for use of excess retained earnings must be in writing and must include descriptions of the projects and approximate cost. Normally, requests should be prepared and presented as part of the budget development process for the subsequent fiscal year. These requests, in addition to any other Student Senate/Student Life budget requests will be incorporated into the Student Life budget development process.

Emergency or unplanned needs for funding will be considered. These requests may be addressed to the college president or the president's designee. The president will review requests with appropriate college leadership teams and will consult with the appropriate student leadership councils about proposed uses.

Authorization of expenditures of excess retained earnings must be in writing, and the expenditures must be recorded in cost centers other than bookstore operational cost centers.

First Drafted: 2/22/07
Date of Implementation: 8/18/09
Date of Adoption: 8/18/09
Date & Subject of Revisions: 3/26/12 Reviewed