



STATE OF CONNECTICUT

See 78-47

BOARD OF TRUSTEES
FOR THE STATE COLLEGESP. O. Box 2008 NEW BRITAIN, CONNECTICUT 06050
TEL. NEW BRITAIN: 203-229-1607 TEL. HARTFORD: 203-566-7373

RESOLUTION

concerning

UNIFORM POLICIES AND PROCEDURES
for use of
VENDING MACHINE INCOME

July 15, 1977

WHEREAS, Board Resolution #75-29, dated July 18, 1975, declared that uniform policies and procedures should be developed by the administrative staffs of the Central Office and the four colleges for control, accounting, and use of profit derived from vending machines, and

WHEREAS, Uniform policies and accounting procedures on use of vending machine income stated on the Addendum to this Resolution have been developed in conformity with Sections 4-52 through 4-55 and 10-114 of the General Statutes, therefore, be it

RESOLVED, That the policies and procedures outlined in the Addendum to this Resolution are adopted retroactive to July 1, 1977.

A Certified True Copy:

A handwritten signature in cursive script, reading "James A. Frost", written over a horizontal line.

James A. Frost
Executive Director

UNIFORM POLICIES AND PROCEDURES
for use of
VENDING MACHINE INCOME

1. For the purposes of this policy, vending machines are defined, but not necessarily limited to, laundry washing machines, clothes dryers, candy and gum machines, cigarette machines, soft drink machines, skill game machines, food dispensing machines, pay telephones, and photo-copying machines.
2. All vending machine income received by each college will be deposited and used as follows:
 - 2.1. Profit from vending machines located in student residence halls and/or apartments, except that from pay telephones which shall be deposited to the General Fund, will be deposited in the Auxiliary Services Fund and used for purposes as recommended by a committee representing resident students and approved by the College President (or his designee). In cases where food vending machines by contractual arrangement are under the control of the food services vendor, income which accrues to the college from such food vending machines shall be treated in the same manner as income from other types of vending machines.
 - 2.2. Profit from vending machines located in student centers, except that from pay telephones which shall be deposited to the General Fund, will be deposited in the Auxiliary Services Fund and will be used for student center purposes as recommended by a student center governing organization and approved by the College President (or his designee). In cases where food vending machine by contractual arrangement are under the control of the food services vendor, income which accrues to the college from such food vending machines shall be treated in the same manner as income from other types of vending machines.
 - 2.3. Profit from vending machines located in all other campus buildings, except that from pay telephones which shall be deposited to the General Fund, will be deposited in the Auxiliary Services Fund and will be distributed as scholarships or grants to an annual amount of not more than \$100 per recipient, as recommended to the College President by the Office of Financial Aid.



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RESOLUTION

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UNIFORM POLICIES AND PROCEDURES
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VENDING MACHINE INCOME

- WHEREAS, Board Resolution #75-29, dated July 18, 1975, declared that uniform policies and procedures should be developed by the administrative staffs of the Central Office and the four colleges for control, accounting, and use of ~~income~~ derived from vending machines, and *profit*
- WHEREAS, Uniform policies and accounting procedures on use of vending machine income stated on the Addendum to this Resolution have been developed in conformity with Sections 4-52 through 4-55 and 10-114 of the General Statutes, therefore, be it
- RESOLVED, That the policies and procedures outlined in the Addendum to this Resolution are adopted retroactive to July 1, 1977.

A Certified True Copy:

James A. Frost
Executive Director

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for use of
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Office Memo

STO-199 REV. 9/75 (Stock No. 8998-052-01)

TO: <i>Jim</i>	DATE <i>6-30-77</i>
FROM: <i>Paul</i>	TELEPHONE
SUBJECT <i>Vending Machines</i>	

*Recommend the attached
reso for Budget Committee
consideration and Board
action on July 15.*

J

PRACTICAL EMPLOYEE SUGGESTIONS EARN CASH AWARDS!

Send your suggestions to:

Employees Suggestion Program, State Office Building, Hartford, Conn. 06115

RESOLUTION
concerning
Uniform Policies and Procedures
for use of

VENDING MACHINE INCOME

July 15, 1977

WHEREAS, Board Resolution Number 75-29, dated July 18, 1975, declared that uniform policies and procedures should be developed by the administrative staffs of the central office and the four colleges for control, accounting, and use of income derived from vending machines, and

WHEREAS, Uniform policies and accounting procedures on use of vending machine income stated on the Addendum to this Resolution have been developed in conformity with sections 4-52 through 4-55 and 10-114 of the General Statutes, therefore, be it

RESOLVED, That the policies and procedures outlined in the Addendum to this resolution are adopted retroactive to July 1, 1977

A Certified True Copy:

James A. Frost

Addendum to
Resolution

Uniform Policies and Procedures
for use of
Vending Machine Income

single
space
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F's

1. For the purposes of this policy, vending machines are defined, but not necessarily limited to, laundry washing machines, clothes dryers, candy and gum machines, cigarette machines, soft drink machines, skill game machines, food dispensing machines, pay telephones, and photo-copying machines.
2. All vending machine income received by each college will be deposited and used as follows:
 - 2.1. Income from vending machines located in student residence halls and/or apartments, will be deposited in the Auxiliary Services Fund and used for purposes as recommended by a committee representing resident students and approved by the college President (or his designee). In cases where food vending machines by contractual arrangement are under the control of the food services vendor, income which accrues to the college from such food vending machines shall be treated in the same manner as income from other types of vending machines.

except that from pay telephones which shall be deposited to the General Fund,
 - 2.2. Income from vending machines located in student centers, except that from pay telephones which shall be deposited to the General Fund, will be deposited in the Auxiliary Services Fund and will be used for student center purposes as recommended by a student

center governing organization and approved by the college President (or his designee). In cases where food vending machine by contractual arrangement are under the control of the food services vendor, income which accrues to the college from such food vending machines shall be treated in the same manner as income from other types of vending machines.

2.3. Income from vending machines located in all other campus buildings, except that from pay telephones which shall be deposited to the General Fund, will be deposited in the Auxiliary Services Fund and will be distributed as scholarships or grants to an annual amount of not more than \$100 per recipient, as recommended to the college President by the Office of Financial Aid.

6/27/77

Fred:

Herewith a copy of the vending machine resolution with my notes.

I understand Sec. 2.1 to mean that there shall be a single student committee to represent all residence halls. As compared with a committee for each residence hall.

Have we ever ascertained how much money is involved on each campus?

I don't believe it is necessary to deposit all pay telephone receipts to the General Fund. However, doing so may avoid confusion.

Arnold

6/27/77

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*Resolving
response
from H.P. so
done
3/21/77
Hold for report
Presidents discussed
in April
Horsell*

D-R-A-F-T

Addendum to

Resolution No. _____

Out dated

RESOLUTION

concerning

Uniform Policies and Procedures

for use of

VENDING MACHINE INCOME

WHEREAS, Board Resolution Number 75-29, dated July 18, 1975, declared that uniform policies and procedures should be developed for control, accounting, and use of income derived from vending machines, and

WHEREAS, Revised Uniform Accounting Procedures Policy on Use of Vending Machine Income stated on the Addendum to this Resolution have been developed by the Executive Officer for Finance and Management, Vice-Presidents for Administration, and/or Chief Fiscal Officers of the Colleges, and

WHEREAS, The said revised procedures have been endorsed by the College Presidents and the Executive Secretary, therefore, be it

RESOLVED, That the procedures outlined in the addendum to this Resolution are adopted effective July 1, 1977.

1977



STATE OF CONNECTICUT

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D-R-A-F-T

Addendum to

Resolution No. _____

CONNECTICUT STATE COLLEGES Vending Machine Income Uniform Accounting Procedures Policy

1. For the purpose of this policy vending machines are defined as, but not necessarily limited to, laundry washing machines, clothes dryers, candy and gum machines, cigarette machines, soft drink machines, skill game machines, food dispensing machines and photo-copying machines.
2. All vending machine income received by each college will be deposited and used as follows:
 - 2.1 Income from vending machines located in student residence halls and/or apartments will be deposited in the Student Activity Fund and used for purposes recommended by a committee representing resident students and approved by the College President.
 - 2.2 Income from vending machines located in student centers will be deposited in the Student Activity Fund and will be used for student center purposes recommended by a Student Center Governing organization, and approved by the College President, except in those colleges where food vending machines, by contractual arrangement, are under the control of food services vendor.
 - 2.3 Income from vending machines located in all other campus buildings will be deposited in the Institutional Welfare Fund and will be used as follows:
 - 2.31 A sum up to \$2,000 per year will be transferred to an account under control of the College President to be used for essential college business directly involving the Office of the President.
 - 2.32 Additional income above \$2,000 per year will be distributed as scholarships or grants to an annual amount of not more than \$500 per recipient as recommended by the Office of Financial Aid.
 - 2.33 Additional income above \$4,000 will be divided equally between the account controlled by the President of the College and the Scholarship and Grants Account.

ERI
RS

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Interdepartment Message

SAVE TIME: Handwritten messages are acceptable.
Use carbon if you really need a copy. If typewritten, ignore faint lines.

Response from VP of Colleges

STO-201 REV. 3/73 STATE OF CONNECTICUT

To	NAME Dr. C. A. Clow	TITLE Executive Officer for Finance and Management	DATE March 3, 1976
	AGENCY Board of Trustees for State Colleges	ADDRESS	
From	NAME A. W. Boynton	TITLE Associate for Fiscal Affairs	TELEPHONE
	AGENCY Board of Trustees for State Colleges	ADDRESS	

SUBJECT
Policy on use of vending machine income.

It appears that the formulation of policies and procedures for the use of vending machine income, as required by the Board resolution of July 18, 1975, has never been completed.

Following are some questions that I feel should be considered in the course of such a formulation:

1. Does the Board have the authority to designate the use of this revenue for each of the purposes stated?
2. What has been the experience of the colleges relative to net revenue? About how much can be derived annually for each of the purposes stated?
3. Under Housing, will the income be used to pay for utilities, personnel and other operating costs, or for student resident organization recreation or other purposes? Through what fund or funds.
4. Under Student Centers, will the income be used to pay for utilities, personnel and other operating costs, or for student recreational and cultural programs, etc? Through what fund or funds?
5. Should a maximum be set for annual expenditures from the President's account? - for an accumulated balance in the account?
6. In what fund would the President's account records be kept?
7. Would the \$2,000.00 + deposited to the President's account be in addition to the \$2,000.00 in annual expenditures authorized from the Auxiliary Services Fund?
8. Were any funds or accounts, such as the President's account, already in existence? If so, how do they relate to these two resources.
9. Will scholarship (grant) monies be handled through the Welfare Fund? Should provision be made for loans?
10. Why shouldn't all income in excess of \$4,000.00 be used for student aid?
11. In Item 3 of the addendum to the resolution, what is meant by the statement that monies shall be expended in a manner to be determined by the College President? As stated, this seems to be somewhat inconsistent with the intent of the resolution.

A. W. Boynton
A. W. Boynton

Policy on Use of Vending Machine Income

1. Vending machine income received by each college will be used as follows:
 - 1.1. Income from vending machines located in Housing will be used for Housing purposes.
 - 1.2. Income from vending machines located in Student Centers will be used for Student Center purposes.
 - 1.3. Income from vending machines located in all other campus buildings will be used as follows:
 - 1.31. A sum up to \$2,000 per year will be deposited in an account to be controlled by the College President and will be used for essential college business directly involving the Office of the College President.
 - 1.32. Additional income from these vending machines up to \$2,000 per year will be distributed as scholarships or grants. The Financial Aids Office of each college will determine the recipients of these scholarships or grants. The maximum annual scholarship or grant will not exceed \$500.
 - 1.33. All remaining income will be divided equally between the account to be controlled by the College President and the Scholarships and Grants Account.
2. For the purpose of this policy vending machine income is derived, without limitation, from such devices as washing machines, clothes dryers, candy and gum machines, cigarette machines, soft drink machines, food dispensing machines, and skill game machines.
3. The College Presidents and the Central Office shall jointly establish uniform accounting procedures and controls to ensure that this policy is carried out. Monies shall be expended in a manner to be determined by the College President.
4. This policy shall apply to funds accrued on and after September 1, 1975.



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#75-29
*Budget
pending
no addendums
displeas
ress*

RESOLUTION

Concerning

USE OF VENDING MACHINE INCOME

July 18, 1975

WHEREAS, The State Colleges should be guided by uniform policies and procedures in the use of and accounting for income derived from vending machines placed in various buildings on the four campuses; therefore, be it

RESOLVED, That the administrative staffs of the four colleges and the Central Office shall formulate policies and procedures for the use of vending machine income using the addendum to this resolution as a guideline.

A Certified True Copy

James A. Frost
Executive Secretary

Policy on Use of Vending Machine Income

1. Vending machine income received by each college will be used as follows:
 - 1.1. Income from vending machines located in Housing will be used for Housing purposes.
 - 1.2. Income from vending machines located in Student Centers will be used for Student Center purposes.
 - 1.3. Income from vending machines located in all other campus buildings will be used as follows:
 - 1.31. A sum up to \$2,000 per year will be deposited in an account to be controlled by the College President and will be used for essential college business directly involving the Office of the College President.
 - 1.32. Additional income from these vending machines up to \$2,000 per year will be distributed as scholarships or grants. The Financial Aids Office of each college will determine the recipients of these scholarships or grants. The maximum annual scholarship or grant will not exceed \$500.
 - 1.33. All remaining income will be divided equally between the account to be controlled by the College President and the Scholarships and Grants Account.
2. For the purpose of this policy vending machine income is derived, without limitation, from such devices as washing machines, clothes dryers, candy and gum machines, cigarette machines, soft drink machines, food dispensing machines, and skill game machines.
3. The College Presidents and the Central Office shall jointly establish uniform accounting procedures and controls to ensure that this policy is carried out. Monies shall be expended in a manner to be determined by the College President.
4. This policy shall apply to funds accrued on and after September 1, 1975.

Regs. concerning
Uniform Policies for Vending
Machines and Procedures

oh
cuc
301 (7)

4.

Whereas, Board Resolution Number 75-29, dated July 18, 1975

declared that ~~is~~ uniform policies ^{and procedures} should be developed for control, accounting, and use of income derived from vending machines, and

Whereas, ^{the} guidelines for the use of ~~State~~ Vending Machines income stated on the addendum to this

Resolution have been developed by the Executive Officer for Finance and Management and by the Colleges' Vice Presidents for Administration, and

Whereas, these guidelines have been endorsed by the College Presidents and the Chief Executive Officer, therefore be it

Resolved, that the guidelines stated in the addendum, as the Resolution are adopted.

CONNECTICUT STATE COLLEGES

Guidelines for Vending Machine Income

(College Controlled)

- 1. Vending machines located in Student Residence Hall
 - 1.1 Deposited to Student Activity Fund.
 - 1.2 Disbursed by vote of Student Residence Hall governing body (Students).
 - 1.21 For use in Residence Halls
- 2. Vending machines located in Student Center
 - 2.1 Deposited to Student Activity Fund.
 - 2.2 Disbursed by vote of Student Center governing body (Students).
 - 2.21 For use in Student Center
- 3. Vending machines located in other campus buildings
 - 3.1 College President's fund - deposited to Institutional Welfare Fund.
 - 3.11 Disbursed by President for essential college business directly involving the Office of the President.
 - 3.2 Scholarships and Grants fund - deposited to Institutional Welfare Fund.
 - 3.21 Disbursed by Financial Aids Office.

In which of
 proper use?
 jurisdiction
 amount?

Has Board determined type of and eligibility requirements for loans & grants?

My feeling is that Welfare Fund is for purposes of direct benefit to students, not as supplement to General Fund appropriations. Perhaps clarification should be sought from Finance & Control.

cc - 3/23/76

4
D R A F T

RESOLUTION

concerning

UNIFORM POLICIES AND PROCEDURES
for use of
VENDING MACHINE INCOME

- WHEREAS, Board Resolution Number 75-29, dated July 18, 1975, declared that uniform policies and procedures should be developed for control, accounting, and use of income derived from vending machines, and
- WHEREAS, The guidelines for the use of Vending Machine Income stated on the Addendum to this Resolution have been developed by the Executive Officer for Finance and Management and by the Colleges' Vice Presidents for Administration, and
- WHEREAS, These guidelines have been endorsed by the College Presidents and the Executive Secretary, therefore be it
- RESOLVED, That the guidelines stated in the addendum to this Resolution are adopted.

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