

5.14 Live Client Projects

Policy Tracking	Date
Approved	
Revised	
Reviewed	

I. Use of Live Client Project Receipts

All costs that otherwise would not have been incurred absent the live client project shall be paid from the institutional account that receives the live client project receipts and may not be supported from State funds. These costs include, but are not limited to, supplies and materials used in producing the good or service, additional personnel required to serve clients, specialized equipment, liability insurance and other costs directly related to the live client project as distinguished from an instructional program that does not produce income.

II. Disposition of Discontinued Live Client Project Fund Balance

If the College decides to discontinue live client project activities, any unexpended funds in the live client project institutional account shall be used consistent with the following provisions:

- A. The fund balance may be used to support instruction, student support services, student financial aid (e.g. scholarships, grants and loans), student activities, curriculum development, program improvement, professional development, and instructional equipment.
- B. The fund balance shall not be used for any of the following purposes: supplemental salaries or benefits of any personnel, administrative support of the college beyond allowable indirect costs, entertainment expenses, functions in while the primary purpose is fundraising, or any other activity that does not directly benefit students.