

FINANCIAL DIRECTIVE

Associated Students, Mt. San Antonio College

I. PURPOSE

- A. The purpose of the Financial Directive is to govern all money matters of the Associated Students of Mt. San Antonio College.
- B. The purpose of the deliberation process is to finance the Associated Students' programs, activities, and services. The Associated Students fiscal year is from July 1st to June 30th. The Budget comprises all revenue collected from the previous year in a General Fund account.

II. PROCEDURES

A. Request for Associated Students funding for the next fiscal year

1. An email will be sent to division deans, program directors, and current recipients of A.S. funding in January to inform them of the procedures to follow in requesting funds from the Associated Students.
2. Budget request forms shall be available in January. Forms must be typed and returned to the Student Life Office by the 2nd Thursday of February.
3. The Senate shall commence the budget deliberation process in the Spring Semester. The Senate Chairs shall alternately chair the budget hearings and deliberations.

B. Voting

1. Budget presentations and deliberations shall be held in open sessions; however, only Senate members (and advisors) will be recognized during deliberations.
2. Members of the audience may be asked to give information with the approval of the Chair or a majority of the Budget Committee.
3. In order to vote with an informed voice, the following attendance policy will be imposed during the budget process:
 - Attendance is mandatory for all Senators.
 - Senators who miss two budget meetings will not be allowed to vote/participate in budget deliberations.

- For senators appointed during the Spring semester, a maximum of two (2) absences are allowed for each Budget meeting. Absences during the application process will be counted. This includes absences before their appointment, during their term, or a combination of the two.
 - If a Senate Chair becomes ineligible to vote by exceeding the allowable absences then Senate will select a current Senator to serve as a replacement on the Executive Board during the budget ratification process.
4. The Budget Committee shall approve the Budget by the first Tuesday of May. Following Budget Committee approval, the Budget shall be sent to the Executive Board and A.S. President for ratification by the third week of May. If the Associated Students Budget is not approved by the designated deadline, the A.S. Advisor in consultation with the Dean, Student Services, will forward recommendations to the Vice President, Student Services. It will then be referred to the Board of Trustees for final approval in June.

C. A.S. Budget Accounts

1. A.S. general funds originate from the Student Activities fee and its' interest revenue.
2. The Student Representation fee is housed in a separate account and may only be spent on activities that provide Mt. SAC students the means to state their positions and viewpoints before city, county, district, and/or state government agencies. This includes attending conferences that provide students with training for stating their opinions and any conference that meets for the purpose of gathering student opinions in order to express them before city, county, district, and/or state government agencies. Expenditures of monies collected from the Student Representation fee are approved by the A.S. President and the Director, Student Life.

III. RULES

A. Rules governing A.S. Accounts

1. A.S. funded events and activities must be open to all Mt. SAC students who have paid the current Student Activities fee.
2. All students participating in A.S. funded programs and/or activities must have paid the current Student Activities fee.
3. Clubs recognized by Mt. San Antonio College are not eligible for their own budgeted line items from the Associated Students budget.

4. Account Advisors are responsible for adhering to the rules and regulations governing the Budget. Account Advisors:
 - Must keep accurate records of expenditures.
 - Account Advisors or designated staff representatives are required to be present at all times during a sponsored event.
5. Funds shall not be expended for any activity item not specifically provided for in the itemized budget of that activity. No funds shall be expended beyond their budget allocation. Events or activities funded by A.S. shall not use funds to pay Mt. SAC students for services related to the event or activity.
6. No additional requests will be considered to increase funding for accounts already given a line item(s) during the Spring budget process. Account Advisors may, however, request funds from the Unforeseen Expenses account but only for situations characterized as uncontrollable, acts of nature, or emergency.
7. A.S. may use funds from Reserves account for internal A.S. use only, not other campus groups.
8. If there is any reason to believe that an A.S. sponsored program has:
 - falsified information;
 - discriminated against students on the basis of sex, race, creed, color, national origin, religion, sexual orientation, or physical attribute;
 - violated any Board Policy, College Administrative Procedure or A.S. Directive;
 - received any other reasonably documented complaint from the Associated Students;

Then the account will be subject to penalties listed in Section VI.

9. Any portion of a budget allocation remaining unexpended at the end of the fiscal year (June 30th) will become part of the fund balance at year end.
10. Overdrawn accounts:
 - Are the responsibility of the account advisor(s) – not the Associated Students.
 - must be brought current by the account advisor(s) within twenty (20) working days of being overdrawn or the account and account advisor(s) will be excluded from receiving funding during the next budget process.
11. The Associated Students will not be held financially liable for any claim brought forth due to a violation of the Financial Directive by a co-sponsor or an account advisor.

12. All advisors and programs must accept the rules set forth in the A.S. Financial Directive to use allocated funding and to be eligible for future requests.

12. Any appropriation that fails in Senate cannot be brought back as a new appropriation unless there is new and compelling information.

IV. TRUST AND DEPOSITORY ACCOUNTS

A. Description

1. The Mt. SAC District Office shall be authorized to carry trust and depository accounts that are established for school organizations and are limited in their usage to the activities of that organization.
2. The Associated Students shall carry a balance in cash or in liquid assets to cover all depository accounts.

B. Deposit of Funds

1. Organizations holding trust and depository accounts with the District shall promptly deposit all funds derived from a given event. Evening activities deposits must be made no later than 4:00 p.m. the next business day.
2. Funds collected from any source must have records that can be audited (i.e., pre-numbered receipts and tickets, itemized collection lists, etc.).
3. All receipt of monies must be documented and submitted to the District.

V. WITHDRAWAL OF FUNDS FROM BUDGETED ACCOUNTS

- A. The A.S. Senate and Executive Board shall supervise all expenditures of the Associated Students.
- B. Funds of organizations and activities shall only be withdrawn by check, petty cash, purchase order, or transfer of funds. No orders obligating the Associated Students may be placed with any business or individual without a purchase order secured in advance by a properly executed requisition. In the absence of the Account Advisor, emergency requisitions may be executed only with the signature of the Director, Student Life.

C. When purchase orders are unacceptable to a given business, reimbursements may be obtained per the fiscal services office policy.

D. A.S. Accounts

1. Accounts requiring two-thirds (2/3) vote of the Senate are: Campus Projects and Reserves.
2. Accounts that were approved by the Senate and ratified by the Executive Board during the A.S. budgeting process do not require additional approval once the funds have been allocated. All expenditures must adhere to what was approved during the budgeting process.
3. New requests (outside of the A.S. budgeting process) require a majority vote of the A.S. Senate and Executive Board.
4. All other accounts require the approval of the Account Advisor(s) and A.S. President.

VI. DISCIPLINARY PROCEDURES

A. Any violation(s) of this Directive in whole or in part may result in A.S. restricting funding. Further action may be taken at the discretion of the A.S. Senate and A.S. President against the account in question. Any actions taken may require a 2/3 vote of Senate. These actions may involve:

- freezing an account,
- taking executorship over the account,
- closing the account (for the duration of the fiscal year; reinstatement will require a two-thirds [2/3] vote of the A.S. Senate),
- redistribution of funds, and/or
- disqualification from consideration of requests for next budget process.

B. Any inquiry made to the account advisor by any member of the A.S. Senate regarding an account must be responded to in writing within ten (10) days* or the account may be frozen until the concern is addressed.

VII. OTHER

A. Financial Statement

At the request of the A.S. Senate, a financial statement of the Associated Students budget shall be compiled by the Finance Senator and provided to the Senate and Executive Board for their review. This responsibility will be shared by the Finance Senator, and the A.S. President in consultation with the A.S. Secretary for review.

B. Dormant Organization Accounts

Any club account inactive for four major terms shall be frozen. At this time the remaining balance shall be transferred to the A.S. General Fund.

C. Contracts

Any contract using A.S. funds must be signed by the Account Advisor and Director, Student Life prior to the day of the event/activity taking place.

D. Consolidation of A.S. Accounts

All unexpended funds in the A.S. accounts that were allocated for the fiscal year will be consolidated into the A.S. Reserves account if not utilized by the end of the Spring Semester.

F. Fund Balance Account

The Associated Students shall have a reserve account with the District Office.

G. Stipends

The Associated Students President shall receive a stipend of 25% more than that of the Student Trustee. The stipend shall be given monthly by the Student Life Office. In the event of impeachment or resignation, the former A.S. President will not receive a stipend. There shall be a penalty of 2.5x the percentage of unattended meetings deducted from the stipend.

VIII. AMENDMENTS

This Directive may be amended by submitting the amendment(s) as a Bill to the Senate and Executive Board. A two-thirds (2/3) vote of the quorum present is required by both. The Bill will then be forwarded to the A.S. President for approval. The approved amendment(s) will be effective immediately.

**Days are defined as Monday through Friday, excluding legal holidays.*

This document was approved by the:
A.S. Senate, A.S. Executive Board and A.S. President on April 7, 2015