

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 (A.S.) of Mt. San Antonio College.
- B. The purpose of the deliberation process is to finance A.S. programs, activities, services and approved sponsored events. A.S. fiscal year is from July 1st to June 30th. The Budget comprises all revenue collected from the previous year in an A.S. account.

II. PROCEDURES

A. Request for A.S. funding for the next fiscal year

1. An email will be sent to division deans, program directors, and current recipients (herein referred to as account advisors), of A.S. funding in January to inform them of the procedures to follow in requesting funds from A.S.
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 budget deliberations 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 Senate.
3. In order to vote with an informed voice, the following attendance policy will be imposed during the budget process:
 - a. Attendance is mandatory for all Senators.
 - b. Senators who miss two budget meetings will not be allowed to vote/participate in budget deliberations.
 - c. 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 Senate shall approve the budget. Following Senate approval, the budget shall be sent to the Executive Board for ratification. The Senate and Executive Board shall approve and ratify the budget in accordance with deadlines established by Fiscal Services.

C. A.S. Budget Accounts

1. A.S. funds originate from the Student Activities Fee and 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 A.S. budget.
4. Account advisors are responsible for adhering to the rules and regulations governing the Budget. Account advisors:
 - a. must keep accurate records of expenditures.
 - b. Are required to be present at all times during a sponsored event (or may designate a college representative to be present)
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.

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 race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status
 - violated any Board Policy, College Administrative Procedure or A.S. Directive;
 - received any other reasonably documented complaint from A.S.
 - not expended allocated funds following the scheduled sponsored event

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 A.S. reserve account(s).
10. Overdrawn accounts:
 - a. are the responsibility of the account advisor(s) – not A.S.
 - b. 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 and new appropriation requests
11. A.S. 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 account advisors must accept the rules set forth in the A.S. Financial Directive to use allocated funding and to be eligible for future requests.
13. 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. A.S. 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 A.S.

B. Funds of organizations and activities shall only be withdrawn by check, petty cash, purchase order, or transfer of funds. No orders obligating A.S. 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.

1. All account advisors (or designee) must obtain banner requisition training and access, to initiate their account requisitions
2. All Travel and Conference paperwork and arrangements are the responsibility of the account advisor or designee
3. When purchase orders are unacceptable to a given business, reimbursements may be obtained per the Fiscal Services office policy

C. 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 Senate and Executive Board.
3. 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,
- denying 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 account funds, and/or
- disqualification from consideration of requests for next budget process and new appropriation requests

B. Any inquiry made to the account advisor by any member of the 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 Senate, a financial statement of the A.S. 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. account

C. Contracts

All contracts must obtain Board approval at least one month prior to the day of the event/activity taking place. Once Board approval is obtained, only the Vice President, Student Services can sign the contract.

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 A.S. shall have a reserve account with the District Office.

G. Stipends

The A.S. 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. The percentage of unattended meetings per month will be multiplied by 2.5 to determine the penalty deduction for that month.

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. If the amendment is vetoed by the A.S. President, the timelines listed in the Organizational Directive must be followed. Senate has the ability to overturn any Presidential veto by 2/3 vote of the quorum present.

**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 September 13, 2016