

## Chapter 5 - Student Services

### AP 5420 Associated Students Finance

#### References:

Education Code Sections 76063-76065

The Associated Student Funds are maintained in accordance with the following procedures:

The Associated Student Organization Fund books, financial records and procedures are subject to annual audit. Reports of the annual audit of A.S. funds are submitted to the Auxiliary Services Board. Audit information, except that containing personnel or other confidential information, shall be released to the Associated Students by the Director, Auxiliary Services. Associated Student funds shall be deposited with and disbursed by the College's Director, Auxiliary Services.

The funds shall be deposited, loaned, or invested in:

- deposits in trust accounts of the centralized State Treasury system pursuant to Sections 16305 to 16305.7, inclusive, of the Government Code or in a bank or banks whose accounts are insured by the Federal Deposit Insurance Corporation;
- investment certificates or withdrawable shares in State-chartered savings and loan associations and savings accounts of federal savings and loan associations, if the associations are doing business in this State and have their accounts insured by the Federal Savings and Loan Insurance Corporation and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance;
- purchase of any of the securities authorized for investment by Section 16430 of the Government Code or investment by the Treasurer in those securities;
- participation in funds that are exempt from federal income tax pursuant to Section 501(c)(3) of the Internal Revenue Code and that are open exclusively to nonprofit colleges, universities, and independent schools;
- investment certificates or withdrawable shares in federal or State credit unions, if the credit unions are doing business in this State and have their accounts insured by the National Credit Union Administration and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance;
- loans, with or without interest, to any student body organization established in another community college of the College for a period not to exceed three years; and
- investment of money in permanent improvements to any College property including, but not limited to, buildings, automobile parking facilities, gymnasiums, swimming pools, stadia and playing fields, where those facilities, or portions thereof, are used for conducting student extracurricular activities or student spectator sports, or when those improvements are for the benefit of the student body.

All funds shall be expended subject to such procedures as may be established by the Associated Students subject to the approval of each of the following three persons. Approval shall be obtained each time before any funds may be expended:

- the College President/CEO or designee;
- the officer or employee of the College who is the designated advisor of the particular student body organization; and
- a representative of the student body organization.

### Records of All Transactions

Records should be kept of all transactions involving Associated Students Finance. Financial records may be checked out from the Auxiliary Services Office.

### Responsibility of Associated Students for Expenditures

The Associated Students shall not be held responsible for any expenditure made by a student or a teacher or by any other employee who has not first received an approved purchase order. No individual may obligate the Associated Students in any way without first having obtained proper written authority under the Associated Students Constitution and Financial Directive.

All funds shall be expended according to procedures established by the Associated Students, subject to the approval of each of the following three persons, which shall be obtained each time before any funds may be expended:

- the College President/CEO or his/her designee;
- the employee who is the designated advisor of the particular student body organization; and
- a representative elected by the Associated Students.

### Trust and Depository Accounts

- A. The Associated Students is authorized to carry trust accounts and depository accounts.
- B. A trust account is defined as an account which is raised for a specific purpose and may not be used for any other purpose.
- C. A depository account is an account carried for a school organization and its use is limited to the activities of that organization. The Associated Students must carry a balance in cash or in liquid assets to cover all depository accounts.

### Deposit of Funds

Any student organization or activity using the name, funds, materials, or services of the College shall deposit all funds derived from dues or any other source with the Auxiliary Services Office. If it is an evening activity, deposit may be made no later than 4:00 p.m. the next business day.

All funds must be deposited in the Auxiliary Services Office and bills incurred paid by check. Under no circumstances shall disbursement be made out of collections.

Funds collected from any source shall be substantiated by pre-numbered receipts, itemized collection lists, pre-numbered tickets, or other auditable records. (Pre-numbered auxiliary receipt books are available at the Auxiliary Services Office.) Unless it is impractical to do so, all persons collecting said funds must use the authorized receipt books obtained through the Auxiliary Services Office.

### Withdrawal of Funds

- A. The Associated Students Senate shall exercise supervision over all expenditures of Associated Students and student organization funds.
- B. Funds of organizations or activities not participating in the budget may be withdrawn by requisition signed by the Faculty Advisor of the activity, the Student Treasurer of the activity and the Director, Auxiliary Services.
- C. Funds of organizations and activities shall be withdrawn by requisition signed by the Faculty Advisor and the Student Treasurer. In the absence of the Faculty Advisor, emergency requisitions may be executed only with the signature of one of the following: Director, Student Life; Dean, Student Services; Chief Student Services Officer; Chief Financial Officer; Chief Instructional Officer; or College President/CEO. Special approval by the Associated Student Senate may be required before the execution of the requisition. All requisitions that have been signed by the Chief Financial Officer are available to the Senate for review at any time and each requisition for the expenditure of funds not covered in the budget must be presented to the Senate for approval.
- D. Orders obligating Associated Students funds shall not be placed with any firm or individual without a purchase order secured in advance by proper requisition.
- E. Persons advancing personal funds for Associated Students purposes do so entirely at their own risk.
- F. All checks shall be signed by any two of the following: Chief Financial Officer; Chief Student Services Officer; Director of Fiscal Services; or College President/CEO.
- G. Purchase orders or checks may not be issued without a complete and properly signed requisition. All signers of purchase orders shall personally inspect the authorizing vouchers.

### Budgetary Control

- A. The Budget - The purpose of the annual budget is to provide a guideline for financing the Associated Students program of activities and services. It is an expression of the program in dollars each college year.
- B. Associated Students funds shall be allocated by a budget.
- C. Budget request forms shall be made available to the campus community in late September/early October each academic year. Budget request forms shall be filled out and returned to the Student Life Office by November 1<sup>st</sup> of each year. Student Life will then forward all budget requests to the Auxiliary Services Office.

- D. The budget shall be prepared by the Associated Students Senate in a committee of the whole. The committee shall be chaired by the Finance Senator or an A.S. Vice President, who does not have a vote except to break a tie. The Student Government Advisor(s); the Auxiliary Services Director or designee, and the A.S. President shall serve in an advisory capacity. The Budget Committee chairperson and A.S. Secretary shall be responsible for minutes taken at Committee meetings and distribution of same prior to the next meeting. Budget meetings shall supersede any and all other business of the A.S. Senate. Attendance is compulsory.
- E. The budget shall be approved by the A.S. Senate no later than the second Tuesday in April. Following approval of the Senate, the budget shall be sent to the Executive Board for approval. It will then be sent to the Chief Student Services Officer and the College President/CEO for approval and to the Board of Trustees for final approval.

### Rules Governing the Budget

1. Clubs shall not be eligible for budgeted funds from the Associated Students.
2. Funds shall not be expended for an activity or items not specifically provided for in the itemized budget of that activity; and no funds shall be expended beyond budget allocation. Exception to this rule may be made only with the approval of the Senate by 2/3 vote; the Chief Financial Officer; and the Director of Student Life.
3. The Faculty Advisor of each budget account shall be charged with the careful supervision and adherence to the rules and regulations governing the approved budget.
4. Any portion of a budget allocation remaining unexpended at the end of the fiscal year shall be transferred to the Associated Students General Fund.

### Audit

In accordance with the provisions of the Education Code, the Associated Students accounts will be audited annually and the charge for each audit will be borne by the College.

### Financial Statement

Financial statements will be prepared each month and submitted to the Associated Students Senate and the A.S. Advisor.

### Bonds and Insurance

- A. It will be the responsibility of the Chief Financial Officer to see that the Associated Students has adequate insurance coverage, such as:
  1. bonds on all personnel handling funds'
  2. Workers Compensation;
  3. fire insurance on all Associated Students-owned equipment;
  4. public liability and property damage; and
  5. CalPERS and OASDI (Social Security).

- B. At the beginning of each school year, the Chief Financial Officer shall have on file the types and amounts of insurance carried.

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