



**MT. SAN ANTONIO COLLEGE
ASSOCIATED STUDENTS
FINANCIAL DIRECTIVE**

Approved September 8, 2026



I. PURPOSE

The purpose of the Financial Directive is to govern all money matters of the Associated Students (A.S.) of Mt. San Antonio College (Mt. SAC) including the deliberation process to finance A.S. programs, activities, services and approved sponsored events.

II. A.S. BUDGET ACCOUNTS

- A. The A.S. fiscal year is from July 1st to June 30th.
- B. A.S. funds originate from the Student Activities Fee (SAF) and interest revenue from the previous year.
- C. The Student Representation fee (SRF) is a separate account mandated by Assembly Bill (AB) 1504, and provides support for student government representatives who may be presenting positions and viewpoints to representatives, offices, and agencies of local, district, and state governments.
 - 1. The revenue from the SRF can be used for any purpose related to representing the views of students with governmental bodies. 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.
 - 2. Expenditures of monies collected from the SRF are approved by the A.S. President and/or the Director, Student Life (CA Ed Code 76060.5, AB 1504, CA Student Fee Handbook, and Legal Opinion 12-09).
 - 3. Mt. SAC students the means to state their positions and viewpoints before city, county, district, and/or state government agencies.
 - 4. Expenditures of monies collected from the Student Representation fee are approved by the A.S. President and the Director, Student Life.
 - 5. Stipends paid by SRF and/or A.S. Budget
 - a. The A.S. President shall receive a stipend of \$500 per month.
 - b. The A.S. Vice President shall be given a stipend of \$250 per month.
 - c. The A.S. Executive Board and Chief Justice will be given a stipend of \$250 per month.
 - d. The A.S. Senators and Associate Justices will be given a stipend of \$125 per month.
 - e. The stipends will be issued for the service months of September through June.
- D. 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. Administrative Specialist III for review.

III. PROCEDURES

A. Funding Requests

1. Line Item in A.S. Budget

- a. Division deans, program directors, and current account advisors will be notified in January of procedures to request funds from A.S. for the next fiscal year.
 - i. Recognized Student Clubs and Organizations (RSCO) at Mt. SAC are not eligible for budgeted line items in the A.S. Budget.
- b. Requests must be submitted to the Student Life Office by the established deadline.
- c. Once a line item has been granted, requests for additional funds through the Appropriation process will not be accepted.
- d. Additional approval is not required for usage of allocated funds.
- e. Senate Procedures:
 - i. The Senate shall commence budget meetings in the Spring Semester.
 - ii. Voting:
 - a. Budget meetings and deliberations shall be held in open sessions; however, only Senate members (and advisors) will be recognized during the meetings.
 - b. Members of the audience may be asked to give information with the approval of the Chair or a majority of the Senate.
 - c. In order to vote with an informed voice, the following attendance policy will be imposed during the budget process:
 - i. Senators who miss two (2) budget meetings will not be allowed to vote/participate in budget deliberations.
 - ii. If a Senate Chair becomes ineligible to vote by exceeding the allowable absences the Senate will select a current Senator to serve as a replacement on the Executive Board during the budget ratification process.
 - d. The Senate shall approve the budget by April. Following Senate approval, the budget shall be sent to the Executive Board for ratification. Upon ratification, the budget is then sent to the Vice President of Student Services for final approval and submission to Fiscal Services.

2. Appropriation Requests

- a. Appropriation requests may be submitted during the current fiscal year.
- b. The Appropriation Form can be found on the A.S. website.
- c. Once submitted, the form is reviewed by the A.S. Administrative Specialist III and the Senate Chairs to determine if the form will be added to the Senate and Executive Board meeting agendas for discussion.
- d. The Senate shall vote to determine if the appropriation will be approved. Upon Senate approval, the appropriation shall be sent to the Executive Board for ratification. Final approval will be completed by the A.S. President.
- e. Appropriations that fail in Senate cannot be brought back as a new appropriation unless there is new and compelling information.

3. Contracts

All contracts must obtain Board approval at least two (2) months 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.

IV. REGULATIONS

A. Regulations governing A.S. Funds:

1. A.S. funded events and activities must be open to all Mt. SAC students who have paid the current SAF.
2. 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.
3. Account advisors are responsible for adhering to the rules and regulations governing the Budget and must keep accurate records of expenditures.
4. Funds shall only be used for approved items and should not exceed the allocated amount passed during the A.S. Budget process.
5. Events or activities funded by A.S. shall not use funds to pay Mt. SAC students for services.
6. Overdrawn accounts are the responsibility of the account advisor(s) and must be brought current within twenty (20) working days of being overdrawn. Otherwise, the account and account advisor(s) will be excluded from receiving funding during the next budget process and new appropriation requests for the remainder of the fiscal year.

B. Reserve Accounts

1. Usage of a Reserves Account requires a two-thirds (2/3) vote of Senate, approval from A.S. Executive Board, A.S. President, Student Life Director, Dean of Student Services, and the Vice President of Student Services.
2. All approvals are subject to Fiscal Services regulations and guidelines.

C. Access of Funds

1. All account advisors or designees must complete Banner requisition training and obtain access in order to process purchase requisitions.
 - a. Purchases are the responsibility of the account advisor or designee.
2. All account advisors or designees should complete Emburse training and obtain access in order to submit pre-approval for Conference and Travel, PCard usage, and reimbursements.
 - a. Conference and Travel pre-approvals are the responsibility of the account advisor or designee.
3. Funds shall only be issued in accordance with Fiscal Services policies.

D. Dormant Recognized Club or Organization (RSCO) Accounts

1. Any RSCO account inactive for four major terms shall be frozen. At this time the remaining balance shall be transferred to the A.S. General Fund into the A.S. Local Conference and Travel account.

E. The emergency fund is for internal A.S. use only.

F. Excess funds remaining from the previous fiscal year operating budget will be added to the A.S. Office Other Services account for the next fiscal year.

G. Journal transfers may be allowed with the approval of the Director of Student Life.

V. PENALTIES

A. If an A.S. sponsored program has demonstrated the following:

1. Falsified information
2. Exhibited unlawful discrimination or unequal treatment of an individual or group based upon an actual or perceived characteristic related to ethnic group identification, national origin, immigration status, religion, age, sex, gender, gender identification, gender expression, military and veteran status, marital status, medical condition, race, color, ancestry, sexual orientation, physical or mental disability, or any other characteristic protected under applicable federal or state law
3. Violated any Board Policy, College Administrative Procedure or A.S. Directives
4. Received any other reasonably documented complaint

Then the account will be subject to penalties listed below.

B. 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 two-thirds (2/3) vote of Senate. These actions may involve:

1. suspension of funds or access removal,
2. taking executorship over the account,
3. denying the account (for the duration of the fiscal year; reinstatement will require a two-thirds (2/3) vote of the A.S. Senate)
4. redistribution of account funds, and/or
5. disqualification from consideration of requests for next budget process and new appropriation requests

C. Account advisors must respond in writing within ten (10) days* upon receiving an inquiry from the Associated Students.

VI. AMENDMENTS

This Directive may be amended through 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 Senate has the ability to overturn any Presidential veto by three-fourths (3/4) 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 February 21, 2023

A.S. Senate, A.S. Executive Board and A.S. President on September 8, 2026

II. C. 2 - AB1504,

IV. F. - Bill 2, 4/21/20,

IV. D. - Last deposit made 10/2025