

BOARD POLICY
San Mateo County Community College District

Subject: BP 7.61 Financial Responsibilities: Student Body Associations and Student Organizations
Revision Date: 6/11; 8/13
Policy References: Education Code Sections 76063-76065

1. The Associated Students Organization funds shall be maintained in accordance with the following requirements:
 - a. Associated Students organization financial records, fund books, and procedures are subject to annual audit.
 - b. Reports of the annual audit of Associated Students funds shall be prepared in conjunction with the annual audit of District funds and submitted to the Board of Trustees.
 - c. Audit information, except that containing personnel or other confidential information, shall be released to the Associated Students by the Business Office.
 - d. Associated Students funds shall be deposited with and disbursed by the Business Office.
 - e. The funds shall be deposited, loaned, or invested in authorized financial institutions.

2. All funds shall be expended consistent with procedures as may be established by the Associated Students and subject to the approval of each of the following individuals:
 - a. The Chancellor or designee.
 - b. The employee of the District who is the designated advisor of the particular student body organization.
 - c. A student representative of the student body organization.

Approval shall be obtained each time, before any funds may be expended.

3. All funds and expenditures shall be processed pursuant to the Associated Students procedures which are located in 7.61(1).