

7.6211 Financial Responsibilities: Student Body Associations and Student Organizations

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 officer or 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).

Reference: Education Code Sections 76063-76065

(xx/11)

- ~~1. All money collected by a student body association or by any student club or organization of the College shall be deposited in an account and credited to the appropriate organization. The District Administrative Services Office shall insure that the collection and disbursement of funds are consistent with acceptable accounting and auditing procedures and with established District policies and procedures.~~

7.61 Financial Responsibilities: Student Body Associations and Student Organizations (continued)

- ~~2. In order to assure efficient operation and prudent expenditure of funds under student control, the following policies will govern:
 - ~~a. The student body association shall be responsible for student body association expenses and shall not be responsible for the financial obligations of student organizations not under its sponsorship and/or jurisdiction.~~
 - ~~b. Approved expenses of staff members assigned to supervise student body association activities may be borne within the College budget. The expenses of staff members assigned to supervise other student sponsored events may be borne by the appropriate student organization.~~
 - ~~c. The College shall be reimbursed by any student organization for the use of telephone equipment and for all toll telephone calls made on behalf of the organization.~~
 - ~~d. An annual budget shall be prepared by student body associations in accordance with established procedures at the College, under the supervision of the Vice President, Student Services.~~
 - ~~e. The use, by student body associations, of District owned vehicles (when available) shall be permitted with reimbursement to the District on a per mileage basis.~~
 - ~~f. The collection and disbursement of Student Representation Fee funds shall meet the requirements established by the California Code of Regulations, Title 5, as well as by District Rules and Regulations.~~~~
- ~~3. The following policies shall govern the accounting for student body association and student organization funds, including revenues from fund raising activities:
 - ~~a. The Cashier's Office at each College shall insure that collection and disbursement of student organization funds are consistent with established District policies and procedures.~~
 - ~~b. The District Administrative Services Office shall coordinate accounting for all student body funds.~~
 - ~~c. A financial report of all student funds shall be compiled by the District Administrative Services Office and distributed each month.~~
 - ~~d. An annual audit of all student funds shall be conducted by the District.~~~~
- ~~4. All organizations and activities having authorized budgets from associated students fund shall operate within their respective appropriations. The appropriations shall be listed in the proposed budget.~~