

## **Code Section IV**

### **Financial Code**

**4.10** The By-Laws of Finance shall be known as the Financial Code and shall govern the financial matters of the ASCC.

**4.20** **The Budget.** The purpose of the annual budget is to provide funding for the ASCC program of activities and services, and shall also reflect the educational needs of the college by placing a priority on its support of instructionally related programs.

**4.21** The budget calendar shall be established each year by the Director of Student Activities.

**4.22** The **Committee on Budget and Finance** shall:

- a) Supervise the preparation of the budget.
- b) Review and balance the budget

The ASCC Budget Committee shall consist of the following individuals:

- ASCC President
- ASCC Treasurer
- A member of the ASCC Senate appointed by the ASCC President
- An ASCC student appointed by the ASCC President
- Two (2) staff members appointed by the Director of Student Activities.
- Two (2) ASCC alternates, at least one (1) being a member of the ASCC Senate, designating one and two: The first alternate having the power to break a tie vote in committee.

Meetings of this committee shall be open to the public. Notification of such meetings shall be posted one (1) week in advance.

**4.221** The Committee on Budget and Finance shall be appointed and begin meeting by the last week of September.

**4.23** Within the established Budget Calendar, account advisors shall submit their initial budget requests in item form to the Committee on Budget and Finance for approval.

**4.24** The final ASCC Budget as approved by the Committee on Budget and Finance will be submitted to the designated district administrator for review, Senate amendment and approval, and eventual review by the Board of Trustees.

**4.25** The final ASCC Budget is to be submitted for Senate consideration no later than the second to last meeting of the ASCC Senate.

**4.251** At the beginning of each semester a full financial report will be available through the ASCC Treasurer. This report will include:

- a) All expenditures budgeted.
- b) All actual expenditures.
- c) The amount contained in each ASCC account, with a bottom line total of all ASCC funds.

**4.30** **Budget Classifications.** The Budget shall have major expenditure and business operation

classifications as follows: Student Special Operations; Student Athletic Programs; Student Services; Student Administration & Activities; Student Organizational Programs; Student Scholarship & Loans; Student Clubs and Trust Accounts.

**4.31 Expenditures.**

**4.311** Handling Requisitions: A requisition is prepared by the account manager and submitted to the Business Office. The Business Office classifies the expenditure and then approves it based on the availability of funds. The requisition is then used as a basis to prepare a purchase order.

**4.312** Handling Purchase Orders: Purchase orders are prepared by the Business Office on the basis of an approved requisition.

**4.3121** Any purchase order made willfully or through neglect which does not comply with the purchasing procedures of the ASCC Financial Code shall not be a financial liability of the ASCC.

**4.313** Payments: Payments of all purchase orders will be in the form of a check drawn on the ASCC bank account. All checks are to bear the signature of the ASCC President or such Cabinet member they may designate, and such person as may be designated by the District Business Office.

**4.314** Account managers shall sign all requisitions verifying that this constitutes a proper expenditure from the designated account and is in accordance with both the policies of the governing board and ASCC.

**4.315** All alleged non-budget ASCC financial liabilities shall be presented to the ASCC Executive Cabinet and the ASCC Senate for review, with two-thirds approval needed. The Vice President of Student Services and the Director of Student Activities shall give approval before said financial liabilities are processed by the Business Office.

**4.32 Funds Received:**

**4.321** All funds received must be presented to the District Business Office for receipt and deposit in the ASCC bank accounts. When funds are presented to the District Business Office, they must be accompanied by the proper forms detailing the source of these funds.

**4.322** All funds must be deposited no later than the first day of business following the collection of such amounts.

**4.323** At the time of presentation of these funds to the District Business Office, a receipt will be issued by the person receiving the money.

**4.324** Trust account advisors shall establish a satisfactory procedure for collecting receipts. The District Business Office reserves the right to audit trust funds at any time and require proper control procedures for the receipt of money.

**4.325** Receipts shall be issued for all cash collections.

**4.40 Tickets.**

**4.41** The policy for the ordering, handling, and accounting for tickets for all ASCC sponsored events

shall be as follows:

- 4.411 Tickets shall be of a standard, pre-numbered type.
- 4.412 Ticket Sale Reconciliation Forms identifying the beginning ticket number, ending ticket number, number of tickets sold at what price and expected revenue, should accompany all deposits.

4.413 **Accounting.**

4.4131 All tickets and funds must be accounted for to the Business Office on the first school day following the event. Financial reports of ticket sales and gate receipts are to be filed on proper forms provided by the Office of Student Activities.

4.414 Complimentary tickets shall be made available to personnel as indicated.

4.4141 Administration and Staff:

Members of Board of Trustees	2*
President/Superintendent	2*
Vice President, Academic Affairs	2*
Vice President, Business Services	2*
Vice President, Student Services	2*
Dean, Academic Affairs	2
Instructional Deans	2
Director, Student Activities	2
Coordinators, Student Activities	2

**\*Two (2) additional tickets upon request.**

TOTAL COMPLIMENTARY TICKETS AVAILABLE TO ADMINISTRATION AND STAFF: 40, ADDITIONAL TICKETS UPON REQUEST: 22.

- 4.4142 Complimentary press tickets shall be handled through the Office of Public Information and shall be offered with a standard form letter.
- 4.4143 Full-time members of the ASCC shall be admitted at the admission price established by the ASCC Executive Cabinet.
- 4.4144 Full-time members of the Cerritos Staff shall be admitted at the same rate as full-time members of the ASCC.
- 4.4145 Part-time members of the ASCC shall be admitted at the admission price established by the ASCC Executive Cabinet.
- 4.4146 Part-time members of the Cerritos Staff shall be admitted at the same rate part-time members of the ASCC.
- 4.4147 The ASCC President and Vice President shall receive a Lifetime membership to all ASCC sponsored activities.
- 4.41471 This membership shall be awarded to the President and Vice President upon completion of their tenure in office.

- 4.42 **Athletic Ticket Sales:** The Instructional Dean of Physical Education/Athletics shall be responsible for athletic ticket sales.
- 4.43 **Associated Students Membership.**
- 4.431 Fees shall be collected during registration periods and shall be under the supervision and control of the Cerritos College District Business Office.
- 4.4311 The Cerritos Community College District shall transfer any and all funds collected for membership in the ASSOCIATED STUDENTS OF CERRITOS COLLEGE to the ASCC by the end of the 15th business day, after the close of the registration period, save for an amount sufficient to cover any refunds and/or bad payment charges the amount to be determined by joint agreement of the Cerritos Community College District Business Service Office and the ASCC Finance and Budget Committee, said transferred funds shall be deposited into Account 400-01-001.
- 4.432 **Membership.** Entitles the purchaser to all rights and privileges of membership. Sells for \$10.00 per semester. For students registering during the Summer, the fee shall be \$4.00.
- 4.433 **Refund Policy.** A student will receive a full refund for ASCC fees if (a) All classes have been dropped, and (b) Each class had been dropped no later than the second week of the session.
- 4.44 Fund Drives, Collections, Assessment, Dues or Special Sales by any student group or activity on or off campus, must have advance approval of the Office of Student Activities.
- 4.45 **Operating Directives.** The ASCC authorizes the Vice President of Student Services to act in the best interests of the ASCC in administering this Financial Code in emergencies. The account managers and District Business Office have the responsibility to bring to the attention of the ASCC and/or their advisor or Vice President of Student Services any irregularity of operation or expenditure. The Vice President of Student Services is authorized to veto any action of any advisor, account manager, employee, or member of the student government that is improper, illegal or irregular. Any action taken under this paragraph by the Vice President of Student Services shall be reported to the Executive Cabinet for their review and action at their next regular meeting.
- 4.46 The Cerritos College Business Office shall provide a quarterly financial report to the ASCC on the bookstore, food court, elbow room, and vending machines.
- 4.50 **Associated Student Body General Regulations.**
- 4.51 **Meals for travel only:**
- 4.511 Meal price limit for student groups:
- |                  |         |
|------------------|---------|
| Meal 1/Breakfast | \$10.00 |
| Meal 2/Lunch     | \$14.00 |
| Meal 3/Dinner    | \$18.00 |
- 4.5111 In the occasion that a meal is provided at the event, the “Meal Money” provided for aforementioned meal shall be deducted from the total “Meal Money” allotted.
- 4.512 **Group Meals:** When a group travels and arrangements are made for them to eat as a group,

the advisor or person in charge shall have the charges billed to ASCC whenever possible. Amount of meals cannot exceed the specific regulations, except as reflected in the approved budget.

- 4.513 **Pre-Event Meals:** There shall be no funds appropriated for pre-event meals when events are held at home, unless approved by the Senate at least two (2) weeks in advance. The cost of pre-event meals shall be the same as the specific regulations, except as reflected in the approved budget.
- 4.514 **Post-Event Meals:** Funds for post-event meals may be requested when events are held away from home and the schedule dictates an early dinner. The post-event meal may also be requested as part of the maximum per diem.
- 4.515 **Maximum Per Diem:** ASCC traveling groups that are scheduled to be away from the campus for a period of one (1) day or more are allowed to request and receive funds for meals. The funds shall not exceed \$42.00 per person, per day, except as reflected in the approved budget.
- 4.516 Senate shall review the "Meal Money" every 2 years to assure that the amount of money being allocated to the "Meal Money" is adequate for Cerritos College students to purchase an equitable meal.
- 4.52 **Housing Guide:** With the exception of meeting or conference controlled prices, \$20.00 per person per night should be used in preparing the budget.
- 4.521 All students utilizing Associated Student of Cerritos College funds shall sleep in their own bed.
- 4.53 **Travel Groups:** Shall include only active participants and officials associated with the group. Active participants or student officials must be members of the Associated Students.
- 4.531 All student participants in organizations utilizing Associated Student funds shall be ASCC members with insurance coverage. Verification shall be by the Advisor.
- 4.54 Schedules of representative groups shall be approved by the Instructional Dean. Specific fund requests for representative groups that are not budgeted must be requested from the Executive Cabinet and shall be approved only by vote of the Student Senate.
- 4.55 **Transportation:** Shall be according to District policy. When transportation is not reimbursed from District funds it will be paid on the same basis as provided by District regulations for reimbursements.
- 4.56 **Contracts:** All contracts arranged by the ASCC shall be approved by the Executive Cabinet.
- 4.57 **Alpha Gamma Sigma:** The ASCC, recognizing the role of Alpha Gamma Sigma, honorary scholastic organization, shall provide necessary funds for cost of pins for individual members and expenses toward approved conferences and installations when funds are available.
- 4.58 **ASCC Employment:**
- 4.581 All contracts and honorariums shall be by action of the Executive Cabinet. All approvals shall be made in advance to the services rendered.
- 4.582 Salary schedules, rules, regulations, and all personnel practices shall, insofar as possible, follow

those as laid down for District employees.

- 4.583** Any student employed by the Associated Students of Cerritos College shall be a current member of the ASCC.
- 4.60** **The Financial Guide for Inter-Collegiate Athletics.** ASCC funds shall not be used for post-game meals for contests played at home.
- 4.61** Transportation for team travel by means other than District provided transportation must be approved by the Vice President of Student Services. If ASCC funds are to be used, such funds must be from the appropriate account in the Athletic Department budget.
- 4.62** **Travel Squad (for cost only):** Size of the squad shall be in accordance with conference regulations, practice or league games. It shall not exceed coaches of the sport, student managers, trainer, the Athletic Director, Athletic Publicity Director, ASCC representative, physician and (2) two other persons selected by the Instructional Dean of Physical Education/Athletics. In respect to cost, players shall not be substituted for non-playing persons as designated.
- 4.63** Scheduling must be reflected in the budget during the regular budget calendar.
- 4.64** Equipment requests must be processed during the regular budget calendar.
- 4.641** Equipment for the coming budget year shall not be purchased in advance of budget adoption unless authorized by the Executive Cabinet and approved by the Director of Student Activities.
- 4.642** Equipment purchases shall be limited to those items needed for athletic contests and athletic practices which are not in conjunction with an instructional class.
- 4.65** The attendance of Cerritos College staff members to clinics, workshops, or conventions shall not be paid out of ASCC funds. The ASCC may assist in sponsoring workshops.
- 4.651** Accounting for funds used on athletic trips shall be made to the District Business Office.
- 4.66** **Undistributed Reserves Expenditures:** Expenditures made out of the **Undistributed Reserves** Fund can be made:
1. To augment existing accounts, if needed.
  2. To create new accounts, if needed.
- 4.67** Expenditures out of the **Undistributed Reserves** shall only be made:
1. With the approval of the Executive Cabinet and
  2. The approval of 2/3 of the Student Senate and
  3. The approval of the Director of Student Activities and
  4. The approval of the Vice President of Student Services.
- 4.68** Expenditures out of the **Undistributed Reserves** shall not:
1. Be used as a means to simply balance the budget.
  2. Be used for non-students.
- 4.70** To be eligible for such expenditures, students must be currently enrolled at Cerritos College and hold a current membership in the Associated Students.

- 4.71** **Regulations for Student Ad-Hoc Trips.** Expenditures from Undistributed Reserves to finance student Ad-Hoc Travel shall only be made:
1. With faculty advisor approval by the Instructional Dean or designee, prior to officially requesting funding, and then
  2. The approval of the ASCC Executive Cabinet.
  3. Two-thirds (2/3) of the Student Senate with the following conditions as part of the legislative approval:
    - a. Faculty Advisor approved list of eligible students, currently enrolled in five (5) semester units at Cerritos College, possessing an overall grade point average of 2.0, and holding current membership in the Associated Students.
    - b. An itemized line item budget for commercial carrier transportation costs when District or District contracted transportation is not available.
    - c. Funding requests shall be placed on the Agenda under New Business in the form of a bill as a discussion item only and shall be referred to the Finance & Budget Committee if necessary. The bill shall then be placed on the following Agenda as an action item under Old Business. In the case of referral, the Finance & Budget Committee shall present a recommendation to the Senate for consideration before it shall be voted upon.
    - d. All clubs and organizations requesting funds that have an existing budget within the ASCC shall be required to raise no less than twenty percent (20%) of the total expenses through fundraising.
    - e. All clubs and organizations requesting funds that don't have an existing budget within the ASCC shall be required to raise no less than ten percent (10%) of the total expenses through fundraising.

- 4.72** **Faculty Advisor Responsibilities.** The following are Faculty Advisor responsibilities when requesting and handling student body funds for student Ad-Hoc trips:
1. Advisor requests for funding from Undistributed Reserves for student Ad-Hoc trips shall be submitted to the Director of Student Activities no less than forty-five (45) school days prior to the scheduled event or activity.
  2. Advisor shall be solely responsible for the handling, disbursement, and accounting of Associated Student Body funds, in accordance with specific regulations regarding housing, meals and transportation.
  3. Advisor shall be responsible for complying with the Cerritos Transportation Regulations when college vehicles or college approved transportation is used for student Ad-Hoc trips.