



Book	VCCCD Board Policy Manual
Section	Chapter 5 Student Services
Title	BP 5420 ASSOCIATED STUDENTS FINANCE
Number	BP 5420
Status	Active
Legal	California Education Code, Sections 76063-76065
Adopted	April 18, 2006
Last Reviewed	September 9, 2014

Associated Student funds shall be deposited with and disbursed by the Chancellor.

The funds shall be deposited, loaned or invested in one or more of the ways authorized by law.

All funds shall be expended according to procedures established by the Associated Students, subject to the approval of each of the following three (3) persons, which shall be obtained each time before any funds may be expended:

- the Chancellor or designee;
- the employee who is the designated adviser of the particular student body organization; and
- a representative of the student body organization.

The funds of the Associated Students shall be subject to an annual audit.

See [Administrative Procedure 5420](#).



Book	VCCCD Administrative Procedure Manual
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Adopted	September 9, 2014
Last Reviewed	September 9, 2014

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

Associated Student Organization Fund books and financial records are to be maintained through the District's central financial management system (Banner) and are subject to annual audit. Audit information, except that containing personnel or other confidential information, shall be released to the Associated Students by the Vice Chancellor, Business Services or designee.

Associated Student funds shall be collected and/or deposited by the College's Student Business Office.

All funds shall be expended in accordance with an approved annual budget and subject to such procedures as may be established by the Associated Students subject to the approval of each of the following four persons: (1) the District Vice Chancellor, Business and Administrative Services; (2) the college Vice President, Business; (3) the officer or employee of the District who is the designated advisor of the particular student body organization; and (4) a representative of the student body organization. Approval shall be obtained each time before any funds may be expended.