



**FISCAL POLICY**  
**Associated Student Government**  
**Los Angeles City College**

Proposal submitted to the Associated Student Government (ASG) for consideration should note the following principles used by ASG in its decision-making process. Projects that seek ASG funding should be designed to aid Los Angeles City College campus with its mission of education and student development in a manner that is of direct benefit to the student body at-large.

**ARTICLE I. ASG FINANCE COMMITTEE.**

**SECTION A. Purpose:** The purpose of the Finance Committee is to prepare and implement the ASG budget in a utilized manner that promotes and conducts student activities and services that support the diverse cultural, social, and educational needs of the students attending LACC.

- (a) Plan, approve and submit the initial annual ASG budget, prepared on a line item basis, to the Associated Student Government governing body for approval
- (b) Submit the initial approved annual ASG budget to Chief Student Services Officer who shall forward it to the College President for approval
- (c) Determine the disposition of financial requests, which alter the original fiscal operation plan, such as creation/deletion of accounts, transfer of funds, account augmentation, etc.
- (d) Oversee fiscal accountability of ASG funds
- (e) Monitor, evaluate and assist the ASG Treasurer/ Financial Officer in the execution of the ASG budget expenditures and record keeping

**SECTION B. Composition:** The Finance Committee consists of:

- (a) The ASG Vice President of Finance
- (b) The ASG President
- (c) Two (2) elected members of the governing body of the ASG
- (d) The college's Chief Student Services Officer or ASG Advisor or designee
- (e) One (1) faculty member appointed by the President of the College each year
- (f) The College Fiscal Administrator, serving as an ex-officio member with no vote

**ARTICLE II. ASG BUDGET MANAGEMENT.**

**SECTION A. Annual budget**

- (a) The ASG annual budget shall outline and control in detail the entire ASG student financial program for each fiscal year.

- (b) Budget Development
- (1) No later than the Monday of the first week in April, the Chief Business Officer (or designee) shall provide the ASG Finance Committee with a report on the expected revenue, from all sources, for the upcoming school year, and historical data on expenditures.
  - (2) No later than the third week in May, the ASG Finance Committee shall prepare, approve and submit the proposed budget for the upcoming fiscal year, prepared on a line item basis, to the Associated Student Government governing body for approval.
  - (3) The Associated Student budget for the fiscal year, commencing July 1, shall be completed and approved by the ASG governing body and submitted to the College President through the Chief Student Services Officer no later than June 30.
- (c) If the Associated Student Government fails to enact a budget, the College President is authorized to adopt the immediately preceding fiscal year's budget to ensure continuity of operation.
- (d) Until the annual budget is approved, the College President may authorize, in writing, financial actions necessary to fulfill legal contracts and commitments. The Chief Business Officer or designee is not permitted to make any expenditure during that period without written approval of the College President. The ASG President, Chief Student Services Officer and ASG Advisor shall be notified in writing within three (3) working days of such action. Approval of the budget does not eliminate the requirement for an individual authorization for expenditures where authorization is specifically required.
- (e) Adjustments to the annual fiscal operation plan must follow the same approval procedure as the original fiscal operation plan.
- (f) The Chief Business Officer or designee will furnish a prior year balance accounting to the ASG governing body, to the Chief Student Services Officer, and the ASG Advisor by September 1.

## **SECTION B. ASG Reserves**

- (a) Types of Reserves
- (1) Project Reserves
    - The Associated Student Government may, by action of the governing body and with the approval of the College President, set aside funds for a specific future project, which shall be classified as a Project Reserve.
    - All established Project Reserves must be reviewed annually by the Chief Business Officer or designee and recommend any adjustments to the Finance Committee, which shall make recommendations to the governing body and the College President for approval.
    - Project Reserves may be established from current operating funds, gifts, or by segregation of available surplus. Interest earned by such funds may be credited to the project reserves earning it. Establishment of, addition to, or reduction of a Project Reserve must be approved by a

$\frac{2}{3}$  vote of the Associated Student Government and the College President.

- The College President has the authority to cancel Project Reserves as deemed necessary to assure that the Associated Student Government Fund activities are conducted in a prudent and responsible manner.

(2) Working Capital Reserve

- Working Capital Reserves must be established for scholarships or other identified needs.

(3) Contingency Reserves

- The Associated Student Government may, by action of the governing body and with the approval of the College President, set aside funds for contingencies. Contingency Reserves shall be reviewed annually by the Chief Business Officer or designee and adjustments recommended to the Finance Committee, which shall make recommendations to the governing body and the College President for approval.

(b) Reserve Management

- (1) If amount of reserves is above \$100,000, maximum of 10% can be used.
- (2) If amount of reserves is \$50,000 to \$99,999, maximum of 8% can be used.
- (3) If amount of reserves is \$25,000 to \$49,999, maximum of 5% can be used.
- (4) If amount of reserves is below \$25,000, it shall be frozen for a year.

### **ARTICLE III. ASG OPERATIONS.**

**SECTION A. Equipment:** All equipment purchased with ASG funds is the property of the Los Angeles Community College District. The use of equipment purchased solely with ASG funds shall be at the discretion of the ASG Governing Board. The use of equipment purchased partially with ASG funds and partially with District funds shall be agreed upon mutually between the ASG Governing Board and the college administration.

- (a) Any proposed disposal or sale of equipment acquired fully or partially through District funds is subject to Education Code sections 81450-81460 et seq., and the District's Asset Management Policies and Procedures.
- (b) Any proposed disposal or sale of equipment acquired solely through ASG funds is subject to the approval of the College President.

### **SECTION B. Donations**

- (a) All donations and funds raised or expended in and for the common treasury and general welfare of the Associated Students Government shall subject to all applicable District regulations, policies and procedures.
- (b) The President and ASG VP of Finance along with the ASG Advisor and the College President or designee shall be informed in writing of all such gifts and funds at the time the gifts or funds are made.

- (c) All gifts to the ASG shall be accepted by the District in accordance with applicable District policies.

### **SECTION C. ASG Fund raising**

- (a) Collections, solicitations, contributions or donations of money or materials shall not be initiated or accepted without the specific authorization of the College President or designee. Authorized collections, solicitations, contributions or donations shall be conducted in accordance with regulations established by the Chancellor.
- (b) Income from dues and other approved fundraising activities may be derived from active members of a sponsoring Student Body group enrolled at the college, with retained net profits expended only as approved by the President of the College.

### **SECTION D. ASG Fund raising policies**

- (a) Before entering a fund raising campaign with an outside agency, written approval must be obtained from the Chancellor of the District. The request shall include:
  - (1) The purpose of the fund raising campaign
  - (2) Organizations that will participate
  - (3) Organization(s) or individual(s) that will benefit
  - (4) Method of solicitation or raising of funds
  - (5) Method of distributing funds raised
- (b) All campaigns and collections shall be governed by Board Rules, Administrative Regulations, campus regulations and procedures, and appropriate ordinances of the City and County of Los Angeles.
- (c) A college may be permitted to hold college-wide fund raising campaigns each semester for projects initiated by the students that serve an educational objective. This is in addition to campaigns and collections approved by the Board of Trustees.
- (d) All drives or events that include the solicitation of contributions or memberships, the sale of merchandise; the collection of books, money or other items of value; or any other fund-raising techniques or activities shall be governed by these Regulations.
- (e) All funds collected will be deposited with the College Fiscal Administrator in the Business Office. Deposits in private banks are not authorized.

## **ARTICLE IV. CLUB FINANCES.**

### **SECTION A. Club Accounts**

- (a) Club accounts are established for registered clubs.
- (b) Club accounts may be established and credited with funds raised through:
  - (1) Dues, assessments, and donations from members.
  - (2) Income from events, with approval by Dean of Student Life
  - (3) Sale of club or merchandise
  - (4) Co-sponsorship agreements from the ASG
  - (5) All club accounts must be deposited with College Business Office
- (c) Any remaining balances in club accounts after a club has been inactive for two (2) years revert to the Associated Student Government Fund. The advisor of the club, the Dean

of Student Life, and the Business Officer must be informed of the impending closure of such accounts at least one month prior to such closure.

### **SECTION B. Club Seed Money**

- (a) Purpose: The purpose of the Club seed money is to aid clubs in starting up for the semester by providing a capital for their club projects and to encourage early chartering and project planning.
- (b) Eligibility: *(See: Figure 1)*
  - (1) Any club – new or re-chartering – that meets the eligibility requirements detailed below can request for the Club seed money until the entire allocated budget is consumed.
  - (2) Re-chartering clubs that have chartered on or before the Friday of the third week of the semester can avail half of the maximum Club seed money. (Re-chartering clubs that have chartered after the Friday of the third week of the semester are not eligible for the Club seed money.)
  - (3) New clubs that have chartered on or before the Friday of the third week of the semester can avail the maximum Club seed money.
  - (4) New clubs that have chartered after the Friday of the third week of the semester can avail half of the maximum Club seed money.
- (c) Maximum amount: \$100 per semester
- (d) Club seed money requests are accommodated in a first-come-first-serve basis until the entire allocated budget is consumed.
- (e) It must be spent only for on-campus events happening by the 8<sup>th</sup> week of the semester, as approved by the Office of Student Life.
- (f) It can be requested anytime throughout the semester with the consideration of the time frame for processing the check and the time frame clubs are allowed to have events.
- (g) Club seed money that has not been spent within the aforementioned time frame does not roll over to the following semester.
- (h) All required documents must be attached in order for the request to be processed:
  - (1) Event Request Form *(Photocopy of the Event Request Form for the on-campus event, approved & signed by the Dean of Student Life or designee)*
  - (2) Approval of the activity and request for money
    - For clubs: Club meeting minutes *(Signed by the Club President and Advisor)*
  - (3) Itemized budget of items to be purchased *(Include every item name, price, and taxes)*
  - (4) Explanation of the activity purpose *(Such as event details, projected impact to the quality and culture of the student body, projected number of students to attend, event flier, etc. The more you explain about the event, the easiest it is to have your funding approved.)*
- (i) Club seed money can be availed through:
  - (1) Invoice submission:
    - An invoice containing the specific names and prices of the items to be bought should be submitted with the Seed Money Request Form



- The check with the maximum or part of the seed money, depending on the eligibility of the club and on the amount reflected on the submitted invoice, will then be addressed to the vendor
- (2) Reimbursement
- Clubs can first spend their own money with a guaranteed reimbursement of the maximum or part of the seed money, depending on the eligibility of the club and on the amount reflected on the submitted receipt containing the specific names and prices of the items bought for the on-campus event.
- (j) The manner of spending the Club seed money may be used as a basis of the Finance Committee for deciding on future funding requests from the club.
- (k) All items, event programs, uniforms, literature, etc., that are purchased with Club Council or Associated Student Government funds must acknowledge that support, i.e. “This event sponsored by (name of club), Club Council and Associated Student Government.”
- (l) Procedure:
- (1) Idea for an event or club activity!
  - (2) Bring the idea to the club
  - (3) Club discusses and plans out the details and expenditure of the activity, as recorded in its minutes
  - (4) Realizing the need for start-up funds, the club fills out and files a Seed Money Request Form (obtained online or from the Student Activity Center at the front desk)
  - (5) With the a copy of the Event Request Form, signed minutes, itemized budget of items to be purchased, and explanation of the activity purpose, the Seed Money Request form is turned in to the ASG VP of Finance or is dropped in the tray by the desk of the ASG VP of Finance
  - (6) Upon confirmation of a complete Seed Money Request Form, it shall be processed as soon as possible and the contact person shall be notified.
  - (7) Once the funds (direct payment to the vendor or reimbursement) are ready, the contact person shall again be notified.

### **SECTION C. Collection of Funds**

- (a) Club collections and disbursements are handled through the College Business Office.
- (b) All collections and expenditures shall be approved by the following:
  - Club advisor
  - Club president
  - Dean of Student Life
- (c) It has to be supported with collection receipts and invoices.

### **SECTION D. ASG Club Fund Raising**

- (a) All fundraisers by ASG clubs must be voted upon in the affirmative by a majority of its members, in a club meeting, and indicated in their minutes. The club advisor and the club president must sign the minutes.
- (b) Copy of the minutes and detailed plans of the fundraiser must be submitted to the Chief Business Officer or designee and the Dean of Student Life for their approval in order

for the event to take place. The detailed plans must include:

- (1) The purpose of the fund raising campaign
  - (2) Organizations that will participate
  - (3) Organizations or individuals that will benefit
  - (4) Method of distributing funds raised
- (c) Adequate safeguards for all cash collections including checks must be included in the detailed plans.
- (d) If tickets or items are sold for five dollars (\$5.00) or more, numbered receipts (bought by the club) or, for tickets, a numbered list with signatures of its owners must be issued and delivered to the Chief Business Officer or designee.
- (e) All fundraising activities must be for college-related functions or community or civic activities in conformity with the guidelines set forth in Administrative Regulations.
- (f) Valid receipts along with Purchase Request forms must be presented in order to receive reimbursement for personal funds utilized in fundraising activities.
- (g) All drives or events that include solicitation of contributions or memberships; the sale of merchandise; the collection of books, money or other items of value; or any other fundraising techniques or activities shall be governed by these regulations.
- (h) All funds collected will be deposited with the Chief Business Officer or designee in the Business Office no later than the next working day. Deposits in private banks are prohibited.

**SECTION E. ASG Club Fund Raising policies:** All fundraisers by ASG clubs must comply with the ASG Fund Raising policies listed above.

## **ARTICLE V. FUNDING REQUESTS.**

### **SECTION A. General Policies**

- (a) No club shall receive more than 10% of the Club Council annual budget.
- (b) If, by the sixth week of the spring semester, there is a balance in the Club Council Operating Account, a club that has received its 10% may request up to an additional 5% (of beginning balance).
- (c) All items, event programs, uniforms, literature, etc., that are purchased with Club Council or Associated Student Government funds must acknowledge that support, i.e. "This event sponsored by (name of club), Club Council and Associated Student Government."
- (d) Funding requests must be turned in the ASG VP of Finance at least five (5) working days before the next Finance Committee Meeting in order to be placed on the agenda.
- (e) To ensure timely approval of requests, funding requests must be turned in at least fifteen (15) working days prior to event.
- (f) To ensure timely processing of funds, funding requests must be turned in at least twenty (20) working days prior to event.
- (g) All required documents must be attached in order to be posted on the agenda:
  - (5) Approval of the activity and request for money
    - For clubs: Club meeting minutes (*Signed by the Club President and Advisor*)

- For departments: A letter of support (*Signed by the Department Chair, Academic Dean, and Vice President of Student Services or Academic Affairs*)
- (6) Itemized budget of items to be purchased (*Include every item name, price, and taxes*)
- (7) Quotes/estimates from at least three (3) vendors or stores (*If requested amount is \$100 or more and/or if an item costs \$50 or more; selected vendor or store included*)
- (8) Explanation of the activity purpose (*Such as event details, projected impact to the quality and culture of the student body, projected number of students to attend, event flier, etc. The more you explain about the event, the easiest it is to have your funding approved.*)
- (h) Knowledgeable representative from the requesting body is encouraged but not required to come to the Finance Committee meeting to clarify possible inquiries regarding the funding request, hence running the lesser chance of delay for decision and processing.
- (i) It is only upon the approval of the ASG Senate can the requested funding be spent.
- (j) Funding requests cannot be for reimbursements or refunds. Retroactive funding is not allowed.
- (k) Reimbursements of approved funding requests for events that occurred on the Fall semester must be filed on or before the first Friday of the Winter Instruction week, while events that occurred on the Spring semester must be filed on or before the first Friday of the Summer Instruction week. Otherwise, although funding has been approved, reimbursements can no longer be claimed.

#### **SECTION B. Policies for funding requests for events**

- (a) It must abide by the general policies listed on Article V, Section A of ASG Fiscal Policy
- (b) The on-campus and off-campus event must be approved by the Office of Student Life and authorized by the school. The following documents necessary for the event must be settled with the Office of Student Life prior to the Finance meeting that the funding request will be discussed:
  - (1) Event Request Form
  - (2) Student Participation agreement
  - (3) Liability Release Form

#### **SECTION C. Policies for mileage reimbursements**

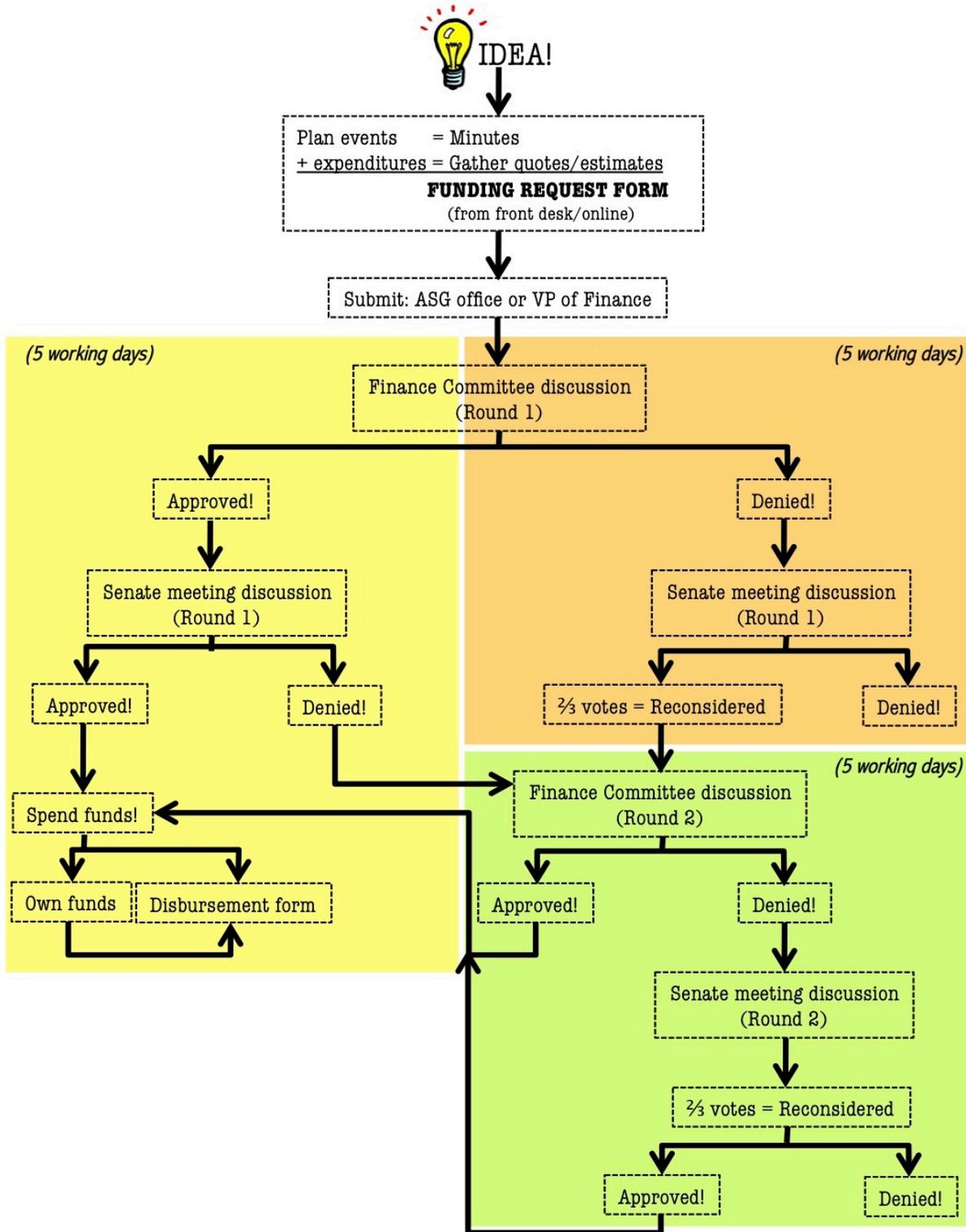
- (a) It must be in accordance to the LACCD Board Rule Chapter VII, Article V, Mileage Reimbursement posted in [http://www.laccd.edu/board\\_rules/documents/Ch.VII-ArticleV.pdf](http://www.laccd.edu/board_rules/documents/Ch.VII-ArticleV.pdf)
- (b) It must abide by the general policies listed on Article V, Section A of ASG Fiscal Policy
- (c) Funding for mileage reimbursement is calculated by multiplying the amount approved by the LACCD Board to the number of miles covered for the trip.
- (d) The following documents must be turned in:
  - (1) Map Quest print-out stating the number of miles covered for the trip
  - (2) Authorization letter signed by the advisor proving that the event indeed took place
  - (3) Roster of the attendees with their student ID numbers and signatures

#### **SECTION D. Procedures** (*See: Figure 2*)

- (a) Idea for an event or club activity!
- (b) Bring the idea to the club/department
- (c) Club/department discusses and plans out the details and expenditure of the activity, as recorded in its minutes
- (d) Club/department further plans out possible expenditures by obtaining quotes and estimates from at least three (3) vendors or stores
- (e) Realizing the need for additional funds, the club/department fills out and files a Funding Request form (obtained online or from the Student Activity Center at the front desk)
- (f) With the signed minutes, itemized budget of items to be purchased, quotes/estimates from vendors/stores (if requested funds amount to \$100 or more and/or if an item amounts to \$50 or more) and explanation of the activity purpose, the funding request form is turned in to the ASG VP of Finance or is dropped in the tray by the desk of the ASG VP of Finance in the ASG Office.
- (g) ASG VP of Finance will confirm receipt through provided contact details. If there was no acknowledgement, follow up as soon as possible with the ASG VP of Finance through email or during office hours.
- (h) Upon confirmation of a complete Funding Request, it shall be placed in the soonest Finance Committee meeting agenda and the contact person shall be notified.

As mentioned, knowledgeable representative is encouraged but not required to attend the Finance committee meeting to decrease the chance of delay for the decision and processing of the request.
- (i) If approved through the Finance Committee, it will then be discussed in the Senate Meeting, which will determine approval or denial.
- (j) Once approved through both the Finance Committee and Senate meeting, the requested funds may then be spent by initially using club's fund then requesting disbursement later on or by immediately requesting disbursement in time for paying the vendor/store.
- (k) However, if the funding request is denied in the Senate meeting, it will be brought back to a second Finance committee meeting. If the Finance committee still approves it, requested funds may be spent as described in Step (j) above.
- (l) On the other hand, if funding request is denied in the first Finance Committee meeting, it will still be brought to the Senate meeting for second opinion.
- (m) During this meeting, two-third votes of the Senate board will be required to have the funding request reconsidered by the Finance committee. It then goes back to the Finance committee agenda for the following meeting. Otherwise, if there were less than two-third votes in the Senate meeting, the request is ultimately denied.
- (n) If the funding request gets approved on the second Finance committee meeting, the requested funds may then be spent (as described in Step (j) above). However, if it still gets denied, it is again brought to the Senate meeting for the second time.
- (o) By two-third votes from the Senate, the funding request will again be considered by the Senate board. Further, its final decision – whether it will be approved or denied —will be determined.

# FUNDING REQUEST PROCEDURES



DISCLAIMER: Mentioned time frames may change according to the Finance Committee meeting schedule.

Figure 2. Funding request procedure flowchart