

ASSOCIATED STUDENTS FINANCE

BP No. 5420

Board Adopted: 3/14/79, 5/4/82, 10/12/94, 11/21/07

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- I. As provided by Section 76063 of the Education Code, the Superintendent/President, Vice President of Administrative Services Finance and Business, and Controller/Business Manager are approved as trustees of the Rio Hondo College Associated Students Account.
- II. Associated Student funds shall be deposited with and disbursed by the Vice President of Finance, or designee.
- III. The funds shall be deposited, loaned or invested in one or more of the ways authorized by law.
- IV. All funds shall be expended according to procedures established by the Associated Students, subject to the approval of each of the following three persons, which shall be obtained each time before any funds may be expended:
 - A. the Vice President of Finance or designee;
 - B. the employee who is the designated adviser of the particular student body organization; and
 - C. a representative of the student body organization.
- V. The funds of the Associated Students shall be subject to an annual audit.
- VI. Source/Reference:

Education Code Sections 76063-76065.

See Administrative Procedure 5420.

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- I. Associated Student Funds are maintained in accordance with the following procedures:
 - A. Associated Student Organization Fund books, financial records and procedures are subject to annual audit.
 - B. Reports of the annual audit of A. S. funds are submitted to the Vice President of Finance and Business.
 - C. Audit information, except that containing personnel or other confidential information, shall be released to the Associated Students by the Vice President of Finance and Business.
 - D. Associated Student funds shall be deposited with and disbursed by the District's Vice President of Finance and Business.
 - E. The funds shall be deposited, loaned or invested in one or more of the following ways authorized by law:
 1. Deposits in trust accounts of the centralized State Treasury system pursuant to Sections 16305 to 16305.7, inclusive, of the Government Code or in a bank or banks whose accounts are insured by the Federal Deposit Insurance Corporation.
 2. Investment certificates or withdrawable shares in state-chartered savings and loan associations and savings accounts of federal savings and loan associations, if the associations are doing business in this state and have their accounts insured by the Federal Savings and Loan Insurance Corporation and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.
 3. Purchase of any of the securities authorized for investment by Section 16430 of the Government Code or investment by the Treasurer in those securities.
 4. Participation in funds that are exempt from federal income tax pursuant to Section 501(c)(3) of the Internal Revenue Code and that are open exclusively to nonprofit colleges, universities, and independent schools.
 5. Investment certificates or withdrawable shares in federal or state credit unions, if the credit unions are doing business in this state and have their accounts insured by the National Credit Union Administration and if any money so invested or deposited

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is invested or deposited in certificates, shares, or accounts fully covered by the insurance.

6. Investment of money in permanent improvements to any community college District property including, but not limited to, buildings, automobile parking facilities, gymnasiums, swimming pools, stadia and playing fields, where those facilities, or portions thereof, are used for conducting student extracurricular activities or student spectator sports, or when those improvements are for the benefit of the student body.
- II. All funds shall be expended subject to such procedures as may be established by the Associated Students subject to the approval of each of the following three persons. Approval shall be obtained each time before any funds may be expended:
 - A. the Vice President of Student Services or designee;
 - B. the officer or employee of the District who is the designated advisor of the particular student body organization; and
 - C. a representative of the student body organization.
 - III. Reference:

Education Code Sections 76063-76065

The intent of the Funding Parameters is to provide student leaders, advisors, and other individuals the information necessary when requesting funding from the Associated Students of Rio Hondo College, herein after referred to as ASRHC. Please note that the following is not inclusive of all policies; therefore, it is necessary when utilizing ASRHC funds to contact the Student Life & Leadership Department well in advance to ensure proper planning and compliance.

It is also important to note that when requesting funds from the ASRHC, items must go through a first and second reading at two (2) separate meetings. No Program, Club, or Organization whether it pertains to the Rio Hondo College or coming from outside of the college may ask for event to be funded 100%. Also, any non-Rio Hondo Program, Club, Organization, or Association, may request funds unless the request is submitted by a currently enrolled student. All other voting items, not financial in nature, may be voted on within the same meeting. Those requesting funds should make every attempt to be present to answer questions during both readings at the Finance Meeting and the Senate meeting, and may provide information regarding their event.

All Funding Proposals are due by end of day Wednesdays so that they can be presented on the following meeting which are held Mondays. All requests must be submitted through the funds request link located on the Rio Hondo College website ASRHC Page.

It is highly recommended that a representative of the Program, Club, or Organization that has submitted a request is present at both the Finance and Senate Meetings. If a representative is not present during either meeting to answer questions regarding their request, then the likelihood of having their request approved is reduced significantly. Lastly, any funds expended prior to approval will not be reimbursed.

The ASRHC receives its funds through the College Service Fee paid for by the general RHC student population; therefore, all supplies, inventory, and events and overall funding shall be for the intent to benefit RHC students who have paid the College Service Fee. Students who have waived the payment of the fee have also waived their status as beneficiaries of the College Service Fee.

For additional information, please contact the ASRHC Advisor at studentlife@riohondo.edu or ASRHC Treasurer at AS.Treasurer@riohondo.edu.

General Funding Parameters

- Each Program, Club, or Organization wishing to receive funds from the ASRHC must submit a Funding Proposal by the current timeline. For more information, please contact the ASRHC Advisor or ASRHC President or ASRHC Treasurer.
- Each Program, Club, or Organization that receives funds must submit an Outcome Report to the ASRHC Advisor and President no later than two (2) weeks after the event unless exceptional circumstances arise that would allow an expedited time. The Outcome Report must also be presented formally at an ASRHC meeting.
- The Inter-Club Council (ICC) has an Expenditure Account within the ASRHC; therefore, all funds requested from the Inter-Club Council (ICC) must abide by any and all ASRHC policies, practices, and interpretations.
- Please see additional ICC funding parameters within the ICC Funding Parameters Section.
- Non-Consumable items purchased with ASRHC/ICC funding shall remain property of the ASRHC/ICC. For more information, please refer to the Student Life and Leadership Financial Handbook.
- The ASRHC/ICC shall not commit to funding any aspect of a fundraising event for another on-campus club, program, or department. No exceptions.
- The ASRHC/ICC shall not contribute to cash prizes or the purchase of gift cards with the exception of Rio Café and RHC Bookstore vouchers.
- Alcohol may not be purchased with ASRHC/ICC funds. Receipts with alcohol listed as a line item expense will not be considered. Should a Program, Club, or Organization consume alcohol during an ASRHC/ICC sponsored event, 100% of funds must be paid back to the ASRHC/ICC.
- As per BP 5500 possession of any alcohol or illicit substance is prohibited at all campus sponsored events as such receipts including such items will be null and void and may be subject to judicial review.

Annual Budget Review

- The Budget Department shall provide a prospective budget for the upcoming ASRHC fiscal year no later than the 4th week of April
- Under the guidance of the Finance Committee, the ASRHC shall provide a tentative budget for inclusion in the next year's budget adoption

Funding Parameters for Events

- The maximum amount awarded to a Program, Club, or Organization for events shall not exceed \$2,000 per fiscal year inclusive of all ASRHC/ICC accounts with the exception of conferences. For maximum amounts allocated for conferences, please refer to the Conference/Excursion section of the Funding Parameters
- Programs, Clubs, or Organizations must fund at least 25% of the total cost of each event. The ASRHC will cover 75%, and the funding proposal should indicate these amounts. The ASRHC will follow up post-event when the Outcome Report is submitted to ensure proper funding is taking place

Funding Parameters for Conferences, Excursions, and Field Trips

- ASRHC Students are required to attend at least two (2) ASRHC Retreats to gain training in order to fulfill the duties of their positions. These trainings will take place in the summer prior to their Fall term, and in the winter prior to their Spring term. These retreats shall be funded as a Conference, Excursion, and Field Trip
- Programs, Clubs, or Organizations may not request funds for ASRHC to fund a student for more than one (1) Conference, Excursion, or Field Trip on behalf of the group per fiscal year. This policy was enacted to ensure that the funds allocated can benefit as many non-duplicated RHC students as possible
- Effective 2014-2015, the ASRHC will fund Programs, Clubs, or Organizations a maximum of \$300 per student attending a Conference, Excursion, or Field Trip with a maximum of \$1,800 total for the fiscal year

ASRHC Expenditure Account Definitions for ASO - ASRHC Accounts:

Student Life & Leadership #3231

Meeting Minutes NOT Required to Process Requisition

- Primary Fundraising Account for the Student Life & Leadership
- Used for items not payable by ASRHC – ASRHC Accounts
- For further parameters, please see the ASRHC Advisor or ASRHC Treasurer
- Funds are to be used at the discretion of the Director of the Student Life & Leadership Department or designee

- Funds may also be used, but are not limited to Developmental Training, Conferences or Excursions for the Student Life & Leadership Staff

Commencement #4777

Meeting Minutes NOT Required to Process Requisition

- Vendor Fee Fundraising Account
 - To be used for Commencement Related Expenses Only
 - All expenditures for this account require the approval of the Director of Student Life & Leadership
 - Any recommendations for this event shall be proposed officially through the Commencement Committee
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ASRHC Expenditure Account Definitions for ASB - ASRHC Accounts:

General #8010

Meeting Minutes Required to Process Requisition

- Available funds that will benefit the students of Rio Hondo College
- Funds may not be requested for
 - Office supplies
 - Conferences/Field trips/excursions
 - Cash Prizes/Gift Cards
 - Individual/Group memberships, with the exception of ASRHC and ICC approved membership dues
 - Fundraising activities or supplies
 - Scholarships
 - Club events not open and free to all Rio Hondo College students

Assistant & Secretary #8030

Meeting Minutes NOT Required to Process Requisition

- Funds will be used to cover personnel costs of the Student Activities Assistant and Clerk Typist III

Inter-Club Council #8050

Meeting Minutes Required to Process Requisition

- Refer to ICC Funding Parameters.

Special Events #8090

Meeting Minutes Required to Process Requisition

- Campus-wide events open and free to all Rio Hondo College students
- Funds may be requested for
 - Hospitality
 - Promotional Items, not including club t-shirts
 - Decorations
 - Materials
 - Honorariums
 - Entertainment

Conferences #8100

Meeting Minutes Required to Process Requisition

- Funds will be used to cover the costs of ASRHC and ICC-related conference expenses:
 - Travel and Transportation (including airfare)
 - Lodging
 - Parking
 - Registration Fees
 - Non-ICC food per diem

Hospitality #8120

Meeting Minutes NOT Required to Process Requisition

- Funds will be used to purchase food and refreshments for ASRHC meetings
- Funds may also be used to purchase food and refreshments for any ASRHC training events

Utilities #8130

Meeting Minutes Required to Process Requisition

- Funds will be used to cover the costs of supplies, parts, and outside labor necessary to repair and maintain furnishings and equipment

Supplies #8140

Meeting Minutes NOT Required to Process Requisition

- Funds will be used to cover the costs of purchasing ASRHC supplies

Duplicating/Printing #8160

Meeting Minutes NOT Required to Process Requisition

- Funds will be used to cover the costs of duplicating and printing of ASRHC print materials

Accounting #8170

Meeting Minutes NOT Required to Process Requisition

- Funds will be used to cover district costs related to accounting for ASRHC

Elections #8260

Meeting Minutes Required to Process Requisition

- Funds will be used to cover the costs of polling stations during ASRHC elections and other such election-related expenses, including printing, duplicating, outreach, and promotional expenses
- Funds may also be used to reimburse up to 50% of each candidate's expense during the campaigning process of Elections.
 - The most that can be reimbursed is \$25
 - A different reimbursement limit shall be put in place if needed and at the discretion of the Elections Committee's recommendation and approved by the ASRHC Senate and Student Life & Leadership Director or designee.

Student Awards Banquet #8270

Meeting Minutes Required to Process Requisition

- Funds will be used to cover the costs of hosting the end-of-year Student Leadership banquet

Postage #8290

Meeting Minutes NOT Required to Process Requisition

- Funds will be used to cover the expense of postage, mailing, and freight costs