



Associated Students of Berkeley City College

Financial Code 2009-2010

In order to ensure that all ASBCC monies are being handles in a responsible manner, and to ensure compliance with all of the Peralta, State, and Federal laws that govern this body, the following procedures shall be followed when seeking and disbursing any ASBCC funds.

I. Expenditures of Associated Student's Funds

A. Expenditure of ASBCC Funds is subject to procedures and approval by college officials.

1. The funds of the ASBCC shall be expended subject to procedures that may be established by the ASBCC subject to approval of the following five persons, which shall be obtained each time before any of the funds may be expended:
 - a. ASBCC Treasurer
 - b. ASBCC President
 - c. Advisor
 - d. Administrator
 - e. Business Service Officer
2. *See Education Code § 76063.*

II. Request for Funding

A. Any request for ASBCC funding must be made and approved by the Senate during a Council Meeting. In order for a proposal to be approved it must contain the following documentation:

1. Authorization for Expenditure of Funds.
2. Event Proposal Form.
3. Flyer of the Proposed Event.
4. Quote or Invoice from Vendor.

B. In order for the ASBCC to assume full responsibility of the funds allocated, the following documentation needs to be submitted no later than one week after the event took place. If any of this information is not turned in within one week of the event having taking place, the party whom the check was disbursed to is then responsible for reimbursing the ASBCC for all monies spent.

1. Photograph of the event.
2. Receipt for all monies spent.
3. Check for the excess funds.
4. Council Meeting Agenda.

5. Council Meeting Minutes.

III. Allocation of Funding

- A. Upon the allocation of funding, the person that the monies are being disbursed to will both:
1. Sign Requisition Form
 2. Sign contract/copy of the financial code acknowledging the party's responsibility of turning in proper documentation.

IV. Fundraising

- A. The Board of Trustees may authorize a student organization to conduct fund-raising activities on school property during school hours.
1. Before authorizing a student organization to conduct a fund-raising activity, the Peralta Board of Trustees must conclude that the activities will not interfere with the normal conduct of the schools. *See Education Code § 48932. See also Education Code §§ 76062, 48931.* The Peralta Board of Trustees shall supervise all funds raised by any student organization using the name of the college. *See Education Code §§ 76065, 48933.*

V. Investment of Student Organization Funds

- A. Funds of a student organization may be invested, deposited, or loaned.
1. Student funds may be invested or deposited in the following: state trust accounts, investment certificates, withdrawable shares in state chartered savings and loan associations or federal or state credit unions, or permanent improvements to any community college district property, such as gymnasiums or football fields. *See Education Code §§ 76063, 76064.*
 2. Student groups may make loans, with or without interest, to any student body organization in another community college district for a period of up to three years.

VI. Vendors

- A. Any vendor who seeks monetary compensation for services provided at an event that is funded by the ASBCC must obtain a Vender Number from the Peralta Community College District.
1. If a vendor does not have a Vendor Number, then they must fill out a Vendor Application.