

**FINANCE CODE  
OF THE  
CALIFORNIA STUDENT ASSOCIATION OF COMMUNITY COLLEGES**

**ARTICLE I  
AUTHORITY**

This Code is established under the authority given in Article IX Section 6 of the Constitution of the California Student Association of Community Colleges (CalSACC).

**ARTICLE II  
PURPOSE**

This code is established to define policies and procedures regarding any and all financial transactions and decisions by the CalSACC State Policy Board, hereafter referred to as the Policy Board.

**ARTICLE III  
DATE OF EFFECTIVENESS**

1. This code shall be effective upon a two-thirds (2/3) vote of the Policy Board.
2. This code may be reviewed at the beginning of each fiscal year at the first meeting of the Policy Board through its Committee on Budget and Finance; such action must be recorded in the Policy Board minutes.

**ARTICLE IV  
AMENDMENTS**

This code may be amended by a two-thirds (2/3) vote of the Policy Board.

**ARTICLE V  
MINUTES AND CORRESPONDENCE**

1. The approval of budgets, budget revisions, expenditures of funds, contractual agreements and expenditures shall be recorded in Budget and Finance Committee and Policy Board written minutes and also the treasurer's report.
2. Policy Board minutes, financial reports and details of expenditures shall be kept on file in the Sacramento Office.

**ARTICLE VI**  
**BUDGET**

1. The Policy Board annual budget shall be constructed by means of the Budget and Finance Committee.
2. The Budget and Finance Committee shall conduct its budgetary planning according to a predetermined schedule.
  - a. The Budget and Finance Committee shall meet no later than November 30 to review the year's budget.
  - b. Preliminary meeting of the Budget and Finance Committee shall be held no later than January 31 to formulate the initial Study Budget.
  - c. The initial Study Budget shall be presented to the Policy Board for review no later than March 31.
  - d. The Policy Board shall amend the initial Study Budget where deemed necessary in order to construct and approve a finalized budget by a two-thirds (2/3) majority vote no later than May 31.
  - e. The Budget and Finance Committee study budget shall include estimated planned income and estimated line item expenses.
  - f. The Budget and Finance Committee cannot initiate a Study Budget with a proposed deficit.

**ARTICLE VII**  
**FINANCIAL ACCOUNTING DUTIES AND RESPONSIBILITIES**

1. The State Treasurer shall be responsible for the maintenance and upkeep of all Policy Board financial records, which includes but is not limited too: The initial Study Budget, and the Final Budget as approved by the Policy board's annual budget as an archival record.
2. Copies of all that years financial records will be maintained at the CalSACC State Office, located in the California Community College League Offices.
3. Organizers of Policy Board sponsored activities, conferences and events shall maintain current records of all expenditures and incomes accrued, and allow their records to be audited at any time by the State Treasurer.
4. The CalSACC appointed bookkeeper shall be responsible for the banking of CalSACC Funds.
5. The Policy Board account shall be maintained at the Community College League of California.

**ARTICLE VIII**  
**FINANCIAL CONTRACTS**

1. The State Treasurer, or appointee of the State Treasurer, shall be responsible for negotiating all Policy Board financial contracts or agreements.

2. The Budget and Finance Committee before going to the Policy Board must review all financial contracts or agreements.
3. The State President and State Treasurer shall sign any contracts or agreements, which place the Policy Board under any obligation.
4. Any individual and/or organization shall acknowledge that, should they conduct any infringement upon the terms of their contractual agreement with CalSACC; they shall pay all cost of collection of funds, goods and/or services due the Policy Board.
5. Three quotes will be obtained for all goods and services exceeding \$500 (excluding travel).
6. All quotes will be reviewed by Budget and Finance with a recommendation forwarded to the Policy Board for approval by the majority vote.

## **ARTICLE IX INCOMES AND REVENUES**

Funds collected through any Policy Board activities, conferences and events shall be given to the CalSACC bookkeeper, responsible for depositing funds, in the CalSACC account, no later than ten (10) business days after receipt of said funds and a copy of the receipt be forwarded to the State Treasurer.

## **ARTICLE X RESERVES**

1. The Policy Board shall maintain Reserves in an amount equal to or greater than five (5%) percent of its annual operating budget.
2. All allocations of reserves shall require a three-fourths (3/4) majority vote approval of the Policy Board.

## **ARTICLE XI EXPENDITURES**

### **1. General:**

- a. All funds remain the property of the Policy Board until the completion of disbursement or inter budget transfer process of approved funds.
- b. Expenditure of Policy Board funds for payment of goods and services obtained by the Policy Board for standard daily operation purposes shall be reviewed by the Budget and Finance Committee to ensure that expenditures are consistent with the line item budget for standard operating expenditures as per section B below.

### **2. Process for Expenditure of Funds:**

The following parameters are set to establish a process for expenditures:

A. Automatic Reimbursements: (Requests not requiring prior board approval)

1. Requests for reimbursements and/or payment of bills of any scope within budgetary line items that do not exceed a \$50.00 maximum shall automatically be processed through a check request signed off by two signatories. (President/Treasurer)
2. Requests in an excess of \$50.00 dollars shall be brought to the Budget and Finance Committee for approval.
3. Meals covered by CalSACC during a meeting of the governing board shall be automatically submitted for payment through a check request process, which is to be signed off by the two signatories (President/Treasurer). It is the intent that the board as a whole make a good faith effort to stay within the limitation of the state chancellor's office per-diem.

B. General Operating Expenses: (Requests not requiring prior board approval)

General operating expenses such as the CCLC office monthly telephone bill and bank fees incurred shall automatically be processed through a check request signed off by two signatories. (President/Treasurer)

C. Automatic Reimbursements and/or Payments Requiring a Notice of Action

1. Costs incurred by advocacy efforts such as travel, meals and additional reasonable expenditures shall be processed through a check request signed off by two signatories. (President/Treasurer).
2. The Policy Director shall make the determination while in consultation with the President and Treasurer on what expenditures are justified and reasonable keeping in mind budgetary restraints.
3. The State Treasurer shall submit a Notice of Action to the members of the Budget and Finance Committee immediately after the request for payment is received.

D. Contractual Agreements: (Requires a Notice of Action)

Contractual agreements made for goods and services shall be automatically submitted through a check request process and a Notice of Action from the State Treasurer shall be distributed to each of the Budget and Finance Committee members.

E. Travel Payment/Reimbursement Guidelines

1. Requests for travel shall be made in advance to the Budget and Finance Committee by using appropriate travel request forms.
2. The Budget & Finance Committee shall review travel requests and make recommendations to the Policy Board.
3. Under extreme emergencies travel requests shall be processed through a check request signed off by two signatories. (President/Treasurer)
4. The Budget & Finance Committee shall make a bi-monthly review of emergency travel and ensure that they are within budgetary constraints.

**Any other request that does not fall into the parameters listed above shall be submitted to the Budget and Finance Committee for complete review.**

**ARTICLE XII**  
**DUES**

1. Dues shall be assessed in accordance with the CalSACC Constitution.
2. Dues shall be assessed in accordance with the following model:
  - a. Colleges shall pay CalSACC State dues in order to receive basic membership services including but not limited to: mailings, faxes, free publications, discounts on conferences and the ability to run candidates for statewide and regional offices. Failure to pay dues shall not preclude schools from exercising their right to vote in elections and regional meetings.
  - b. State dues shall be assessed to each college at the rate of 4% of FTES (Full Time Equivalent Students). The amount assessed shall be \$50.00 or 4% of FTES, whichever is greater.
  - c. If a college cannot reasonably afford to pay the required dues then they may request a reduction by filling out a waiver from the CalSACC Policy Board Budget and Finance Committee. The waiver shall only be available to colleges with an annual student government budget of less than \$10,000 or who demonstrate fiscal hardship.
3. The Policy Board shall follow a pre-determined schedule for collection of dues:
  - a. The Budget and Finance Committee shall meet no later than July 31 to discuss the collection of state dues and make dues invoices available.
  - b. The State Dues Invoices shall be mass mailed to all colleges no later than August 31<sup>st</sup>.
  - c. The Budget and Finance Committee shall meet no later than November 30<sup>th</sup> to check the progress of the collections of dues.
  - d. A final State Dues Invoice shall be sent out to colleges, who have not paid state dues, within (6) six weeks of the Spring Legislative Conference.
  - e. Colleges who have not paid state dues prior to two weeks of the Spring Legislative Conference shall not be able to receive the discount conference rate.
  - f. Colleges who have not paid state dues prior to two weeks of the Fall Conference shall not be able to receive the discount conference rate.
  - g. A membership list of colleges shall be made monthly from those colleges that have paid dues.
  - h. The State Treasurer shall keep track of all colleges who have paid dues and report them in the Treasurer's Report.

**ARTICLE XIII**  
**FINANCE CODE VIOLATIONS**

Violations of this code may result in removal from office and may result in legal charges, depending on the seriousness of the violation.

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**Do you have questions?**

To request additional information, please send e-mail to [info@calsacc.org](mailto:info@calsacc.org).

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