

# FINANCIAL DIRECTIVE

Associated Students, Mt. San Antonio College

*(as approved February 21, 2023)*

## I. PURPOSE

- A. The purpose of the Financial Directive is to govern all money matters of the Associated Students (A.S.) of Mt. San Antonio College.
- B. The purpose of the deliberation process is to finance A.S. programs, activities, services and approved sponsored events. A.S. fiscal year is from July 1<sup>st</sup> to June 30<sup>th</sup>. The Budget comprises of all revenue collected from the previous year in an A.S. fund.

## II. PROCEDURES

### A. Request for A.S. funding for the next fiscal year

1. An email will be sent to division deans, program directors, and current recipients (herein referred to as account advisors), of A.S. funding in January to inform them of the procedures to follow in requesting funds from A.S.
2. Budget request forms will be available in January. Forms must be submitted to the Student Life Office by the established deadline.
3. The Senate shall commence budget meetings in the Spring Semester. The Senate Chairs shall alternately chair the budget meetings.

### B. Voting

1. Budget meetings and deliberations shall be held in open sessions; however, only Senate members (and advisors) will be recognized during the meetings .
2. Members of the audience may be asked to give information with the approval of the Chair or a majority of the Senate.
3. In order to vote with an informed voice, the following attendance policy will be imposed during the budget process:
  - a. Attendance is mandatory for all Senators.
  - b. Senators who miss two budget meetings will not be allowed to vote/participate in budget deliberations.
  - c. If a Senate Chair becomes ineligible to vote by exceeding the allowable absences the Senate will select a current Senator to serve as a replacement on the Executive Board during the budget ratification process.

4. The Senate shall approve the budget in April. Following Senate approval, the budget shall be sent to the Executive Board for ratification. Upon ratification, the budget is then sent to the Vice President of Student Services for final approval and submission to Fiscal Services.

### C. A.S. Budget Accounts

1. A.S. funds originate from the Student Activities Fee and interest revenue.
2. The Student Representation fee (S.R.F.) is housed in a separate account and may only be spent on activities that provide support for governmental affairs representatives of local or statewide student body organizations who may be stating their positions and viewpoints before city, county, and district governments, and before offices and agencies of state government. The revenues from the S.R.F. can be used for any purpose related to representing the views of students with governmental bodies. Expenditures of monies collected from the S.R.F. are approved by the A.S. President and/or the Director, Student Life (CA Ed Code 76060.5, AB 1504, CA Student Fee Handbook, and Legal Opinion 12-09). Mt. SAC students the means to state their positions and viewpoints before city, county, district, and/or state government agencies. This includes attending conferences that provide students with training for stating their opinions and any conference that meets for the purpose of gathering student opinions in order to express them before city, county, district, and/or state government agencies. Expenditures of monies collected from the Student Representation fee are approved by the A.S. President and the Director, Student Life.

## III. RULES

### A. Rules governing A.S. Funds

1. A.S. funded events and activities must be open to all Mt. SAC students who have paid the current Student Activities fee (S.A.F.).
2. Recognized Student Clubs and Organizations (RSCO) recognized by Mt. San Antonio College are not eligible for their own budgeted line items from the A.S. Budget.
3. Account advisors are responsible for adhering to the rules and regulations governing the Budget. Account advisors:
  - a. Must keep accurate records of expenditures.
  - b. Are required to be present at all times during a sponsored event (or may designate a college representative to be present)

4. Funds shall only be expended for items approved during the A.S. Budget process. No funds shall be expended beyond their budget allocation. Events or activities funded by A.S. shall not use funds to pay Mt. SAC students for services.
5. Once a budget request is granted, requests for additional funds will not be accepted.
6. A.S. may use the emergency fund for internal A.S. use only.
7. If an A.S. sponsored program has demonstrated the following, then its approved funding will be subject to penalties listed in Section V:
  - a. Falsified information;
  - b. Exhibited unlawful discrimination or unequal treatment of an individual or group based upon an actual or perceived characteristic related to ethnic group identification, national origin, immigration status, religion, age, sex, gender, gender identification, gender expression, military and veteran status, marital status, medical condition, race, color, ancestry, sexual orientation, physical or mental disability, or any other characteristic protected under applicable federal or state law
  - c. Violated any Board Policy, College Administrative Procedure or A.S. Directives
  - d. Received any other reasonably documented complaint
  - e. Not expended allocated funds following the scheduled sponsored event

Then the account will be subject to penalties listed in Section VI.

8. Any excess amount of money remaining from the operating year budget, will be added to the following year budget and placed in the A.S. President's Hospitality Other Services account.
9. Overdrawn accounts:
  - a. Are the responsibility of the account advisor(s) – not A.S.
  - b. Must be brought current by the account advisor(s) within twenty (20) working days of being overdrawn or the account and account advisor(s) will be excluded from receiving funding during the next budget process and new appropriation requests for the remainder of the academic year
10. A.S. will not be held financially liable for any claim brought forth due to a violation of the Financial Directive by a co-sponsor or an account advisor.
11. All account advisors must accept the rules set forth in the A.S. Financial Directive to use allocated funding and to be eligible for future requests.
12. Any appropriation that fails in Senate cannot be brought back as a new appropriation unless there is new and compelling information.

13. Accounts requiring two-thirds (2/3) vote of the Senate are: Reserves
14. Accounts that were approved by the Senate and ratified by the Executive Board during the A.S. budgeting process do not require additional approval once the funds have been allocated. All expenditures must adhere to the amount approved during the budgeting process.
15. Journal transfers may be allowed with the approval of the Director of Student Life
16. New requests known as appropriations (outside of the A.S. budgeting process), require a majority vote of the Senate and Executive Board.

B. RESERVES

1. A.S. may use Reserves – Emergency Fund for internal A.S. use only with the approval from the Vice President of Student Services
2. Student groups and administration must submit an Appropriation request to access the Reserves – Associated Students. The approval will go through the standard appropriation process and must be given final approval from the Vice President of Student Services.
3. Student groups and administration must submit an Appropriation request to access the Reserves – Student Representation. The approval will go through the A.S. President and/or the Director, Student Life and must be given final approval from the Vice President of Student Services.

IV. WITHDRAWAL OF FUNDS FROM BUDGETED ACCOUNTS

- A. The A.S. Senate and Executive Board shall approve all requests of the A.S.
- B. Funds of organizations and activities shall only be withdrawn by check, petty cash, purchase order, or transfer of funds. No orders obligating A.S. may be placed with any business or individual without a purchase order secured in advance by a properly executed requisition.
  1. All account advisors (or designee) must obtain banner requisition training and access, to initiate their account requisitions
  2. All Conference and Travel transactions are entered through Chrome River and are the responsibility of the account advisor or designee
  3. When purchase orders are unacceptable to a given business, reimbursements may be obtained per the Fiscal Services policy

## V. PENALTIES

- A. Any violation(s) of this Directive in whole or in part may result in A.S. restricting funding. Further action may be taken at the discretion of the A.S. Senate and A.S. President against the account in question. Any actions taken may require a 2/3 vote of Senate. These actions may involve:
1. freezing an account,
  2. taking executorship over the account,
  3. denying the account (for the duration of the fiscal year; reinstatement will require a two-thirds [2/3] vote of the A.S. Senate),
  4. redistribution of account funds, and/or
  5. disqualification from consideration of requests for next budget process and new appropriation requests
- B. Any inquiry made to the account advisor by the Administrative Specialist III regarding an account must be responded to in writing within ten (10) days\* or the account may be frozen until the concern is addressed.

## VI. OTHER

### A. Financial Statement

At the request of the Senate, a financial statement of the A.S. budget shall be compiled by the Finance Senator and provided to the Senate and Executive Board for their review. This responsibility will be shared by the Finance Senator, and the A.S. President in consultation with the A.S. Administrative Specialist III for review.

### B. Dormant Recognized Club or Organization (RSCO) Accounts

Any RSCO account inactive for four major terms shall be frozen. At this time the remaining balance shall be transferred to the A.S. General Fund into the A.S. Local Conference and Travel account.

### C. Contracts

All contracts must obtain Board approval at least two months prior to the day of the event/activity taking place. Once Board approval is obtained, only the Vice President, Student Services can sign the contract.

D. Stipends

The A.S. President shall receive a stipend of \$500 per month.

The A.S. Vice President shall be given a stipend of \$250 per month.

The A.S. Executive Board and Chief Justice will be given a stipend of \$250 per month. The A.S. Senators and Associate Justices will be given a stipend of \$125 per month. The stipend will come from the A.S. Student Representation Fee. The stipends will be issued for the service months of September through June.

VII. AMENDMENTS

This Directive may be amended through a Bill to the Senate and Executive Board. A two-thirds ( $2/3$ ) vote of the quorum present is required by both. The Bill will then be forwarded to the A.S. President for approval. The approved amendment(s) will be effective immediately. If the amendment is vetoed by the A.S. President, the Senate has the ability to overturn any Presidential veto by  $3/4$  vote of the quorum present.

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*Days are defined as Monday through Friday, excluding legal holidays.*

This document was approved by the:  
A.S. Senate, A.S. Executive Board and A.S. President on February 21, 2023

*Notes:*

*II. C. 2 - AB1504*

*III. A. 8 - Bill 2, 4/21/20*

*VI. B - Last deposit made 8/2022*