



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

CHAPTER 6 – BUSINESS AND FINANCIAL SERVICES

AP 6300.6 Associated Students Banking

Office(s) of Primary Responsibility:

Dean, Student Affairs
Student Accounting

A. Purpose/Scope

The purpose of this procedure is to implement certain provisions of Board Policy 6300 Fiscal Management. The district is committed to ensuring the proper use of its assets and resources and reducing the risk of loss or misuse of funds. The purpose of this procedure is to assure that the district's fiscal management is in accordance with the principles contained in Title 5, Section 58311, including:

- Adequate internal controls exist;
- Fiscal objectives, procedures, and constraints are communicated to the Board, management and staff; and
- Responsibility and accountability for fiscal management are clearly delineated.

This procedure outlines the procedure for creating, maintaining and depositing funds in Associated Students (AS) bank accounts.

B. Authorized Bank

All AS organizations will use the district approved banking institutions for checking and savings accounts. New accounts must be approved and recorded by the District's Controller.

C. Bank Signature Cards

A signature card shall be filed with the bank when checking or savings accounts are established. Copies of signature cards will also be filed with District General Accounting. When an administrator in charge of signing on these accounts changes, a new signature card will be completed by the campus accounting office or designated fund custodian

and forwarded to District General Accounting for further processing. District General Accounting will notify the campus of the effective date of the change.

D. Deposits

Funds deposited by AS organizations shall be receipted by numbered receipts. Funds collected will be audited against total number of receipts issued. Funds collected will be deposited to the authorized AS account no later than the day after collection. Funds not deposited the same day will be counted and secured in a district-owned safe. Student Accounting Office will prepare deposit and send deposit notification to District General Accounting. Deposits will be transported to the authorized bank by contracted armored transport.

E. Reconciliation

All AS accounts will be reconciled to the general ledger at the end of each month. Copies of reconciliations are due to Internal Audit by the tenth of each month.

Reference: BP 6300

Approved by Chancellor:

Date

Constance M. Carroll, Ph.D.

Reviewed by Cabinet on 9-22-09 and approved by concurrence.