



## SAN DIEGO COMMUNITY COLLEGE DISTRICT

### Administrative Procedure

#### CHAPTER 6 – BUSINESS AND FINANCIAL SERVICES

#### AP 6200.1 District Support for Associated Student Organizations

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Office(s) of Primary Responsibility:

Vice Chancellor of Business Services  
Vice Presidents of Administrative Services  
Budget Manager

A. Purpose/Scope

As part of Budget Preparation - Policy BP 6200 Budget Preparation, the District provides financial support to the Associated Student (AS) organizations at the campuses in lieu of the AS conducting fund-raising via food sales, the selling of Student I.D. cards, or sharing in the commissions from vending operations.

The selling of food by students, or through the use of vendors was exposing the District to liability issues. In addition, changing technology required the District to control the creation of and issuance of Student I.D. cards. Because of these actions, the District agreed to provide financial support to the campus AS organizations for the lost fund-raising opportunities.

B. Annual Budget Allocation (Colleges)

Each college AS organization shall receive the following revenue from the District:

- \$1.50 per FTES for loss of revenue from vending commissions and food sales.
- \$2.00 per FTES for loss of revenue from not selling Student I.D. cards.

FTES is defined as the total credit FTES for the prior year Fall and Spring semesters as identified in the Budget Model (Section "a.FTES").

C. Annual Budget Allocation (Continuing Education)

As Continuing Education (CE) was not involved in fund raising activities or sold Student I.D. cards, they receive an annual allocation of \$5,000 per year.

D. Ending Balances

To encourage fiscal responsibility, ending balances in the A.S. accounts will be carried over each year.

E. Allocations for 2008-09

As an example, the allocations to the campuses for 2008-09 were calculated as follows:

<u>Site</u>	<u>FTES</u>	<u>Vending Rate/FTES</u>	<u>Vending Allocation</u>	<u>I.D. Card Rate/FTES</u>	<u>I.D. Card Allocation</u>	<u>Total Allocation</u>
City	9,328	1.50	\$13,992	2.00	\$18,656	\$32,648
Mesa	12,917	1.50	19,376	2.00	25,834	45,210
Miramar	5,458	1.50	8,187	2.00	10,916	19,103
C.E. (2)	N/A	N/A	<u>5,000</u>	N/A	<u>N/A</u>	<u>5,000</u>
<b>Totals for 2008-09</b>			<b>\$46,555</b>		<b>\$55,406</b>	<b>\$101,961</b>

F. Annual Review

As the case with various District funding formulas, this procedure is subject to annual review/modification based on budget limitations, financial need, or a change in existing conditions.

Reference: BP 6200

Approved by Chancellor:

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Date

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Constance M. Carroll, Ph.D.

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