



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

## Administrative Procedure

### Chapter 5 – Student Services

#### AP 5420 – ASSOCIATED STUDENTS FINANCE

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Associated Student funds are maintained in accordance with the following procedures:

- Associated Student Organization fund books, financial records, and procedures are subject to annual audit.
- Reports of the annual audit of Associated Student funds are submitted to the governing Board.
- Audit information, except that containing personnel or other confidential information, shall be released to the Associated Students by the governing Board.
- Associated Student funds shall be deposited with and disbursed by the District's governing Board.
- The funds shall be deposited, loaned, or invested in deposits in trust accounts of the centralized State Treasury System pursuant to Government Code Sections 16305-16305.7 or in a bank or banks whose accounts are insured by the Federal Deposit Insurance Corporation.

All funds shall be expended subject to such procedures as may be established by the Associated Students subject to the approval of each of the following three persons:

- The District Chancellor or designee;
- The officer or employee of the District who is the designated advisor of the particular student body organization; and
- A representative of the student body organization.

Approval shall be obtained each time before any funds may be expended.

References: Education Code Sections 76063-76065

Approved by  
the Chancellor: November 28, 2016

Supersedes: New Procedure