

**GUIDELINES FOR THE MANAGEMENT  
OF ASSOCIATED STUDENTS FUNDS  
AT CITY COLLEGE OF SAN FRANCISCO  
SAN FRANCISCO COMMUNITY COLLEGE DISTRICT**

**August 15, 2011**

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## **I. PURPOSE AND PRINCIPALS**

### **Purpose and Legal Basis of Student Body Organizations**

Education Code Section 76060. The governing board of a community college district may authorize the students of a college to organize a student body association. The association shall encourage students to participate in the governance of the college and may conduct any activities, including fundraising activities, as may be approved by the appropriate college officials. The association may be granted the use of community college premises and properties without charge, subject to any regulations that may be established by the governing board of the community college district.

According to the Policy Manual of the San Francisco Community College District, PM 5.01 states in part as follows:

Student activities are recognized by the District as an integral part of a total educational program. The instructional and student services departments are therefore, authorized to provide and encourage activity and leadership programs designed to afford students with experiences that have educational value for them as individuals in their social relationships and in the exercise of their responsibilities as citizens. These activities are considered to be the workshop in which many classroom concepts are put into practice. Administrators are authorized to provide adequate facilities, to allow for release time in the regular schedules for individuals and groups to participate in such programs, and to assign personnel full or part-time to the supervision of these programs.

In implementing District student activity programs, the administration shall apply the following general policies:

An official organization of the student body shall be established to be known as the Associated Students. This organization is empowered to develop its structure of government, its fiscal policy, privileges of membership, election code, code of ethics, and the regulations of clubs. In so doing it will establish controls to insure compliance with all laws applicable to California Community College student government and student activities, including those dealing with memberships and initiation and with financial and accounting procedures.

## **Basic Assumption**

The raising and expending of activity money by the Associated Students of City College of San Francisco should have the following purposes:

- 1) to promote the general welfare, education and morale of all the students
- 2) to finance legitimate activities of the student body organization
- 3) to encourage and foster a sense of community throughout the campuses.

## **General Principles**

1. Student activity funds are to be used to finance a program of extracurricular activities augmenting, but not replacing, the activities provided by the District, and to provide activities which empower students to take an active role in the shared governance of the college.
2. Projects for the raising of student activity money shall, in general, contribute to the educational experience of students and shall not conflict with, but shall add to the instructional program.
3. Student activity funds shall, in so far as possible, be expended in such a way as to benefit those students currently in school who have contributed to the accumulation of said funds
4. Student participation is an important factor in the democratic management of student body funds and expended for its benefit. Each expenditure shall be approved by the designated representative(s) of the student council.<sup>1</sup>
5. The management of student activity funds shall be in accord with sound business practices, including sound budgetary and accounting procedures and thorough audits.
6. The San Francisco Community College District Board of Trustees shall, within the prescribed State Education Code, promulgate needful rules and regulations for the supervision and administration of student body financial activities through the principal or administrative offices as deemed advisable.
7. The Director of Administrative Services shall participate in the preparation, modification, and interpretation of policies, regulations, and procedures affecting student activity funds, along with student representatives and the Dean of Student Activities.
8. No student body organization shall be obligated for any purchases unless supported by a written payment voucher signed by the persons duly authorized.
9. The process of review and approval by administration is mentioned throughout this document. If an administrator vetoes or disapproves an item passed by the Associated Students Council, that administrator needs to meet with the Associated Students Council to give an explanation and to discuss the matter to some level of mutual understanding.

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<sup>1</sup> See Section 76063 of the California State Ed Code

Appeals can be made by the Associated Students Council through the chain of command of the administrative structure.

10. It is the obligation of the Student Accounting Office to provide the incoming Associated Students Council with a full and timely disclosure of all Associated Students finances and contracts. It is the obligation of the Dean of Student Activities to provide a full and clear disclosure of the sources of all Associated Students income and all other financial concerns.

## **II. THE ADMINISTRATION OF THE FINANCIAL ACTIVITIES OF THE ASSOCIATED STUDENTS AT CITY COLLEGE OF SAN FRANCISCO**

The administration of the financial activities of the Associated Students is the responsibility of the following persons or group of persons:

### **Board of Trustees**

The Board of Trustees of the San Francisco Community College District has stated in PM 5.01 the purposes and policies which the student body organization, the Associated Students, and the site administrator are expected to uphold. The policy statement also indicates that controls should be established to assure compliance with various sections of the Education Code and to ensure the maintenance of good accounting records and financial procedures. The policy statement also requires the College to publish procedures to this end.

### **Dean of Student Affairs**

The Dean reviews and approves the Associated Students operating budget. Reviews and approves Associated Students requests to increase the operating budget after it has been set. The Dean Reviews and approves any changes to the guidelines. Reviews the conduct of all student activities, and advises the Chief Operating Officer in such matters. The Dean of Student Affairs may select a designee for his/her tasks of review and approval.

### **Dean of Student Activities**

The Dean of Student Activities supervises and coordinates student activities. The Dean of Student Activities is the college's representative in supervising and coordinating activities and functions of the Associated Students. The Dean of Student Activities assists the Associated Students in the development and management of the Associated Student Budget.

### **Director of Administrative Services**

The Director reviews and approves the Associated Students operating budget. Reviews and approves Associated Students requests to increase operating budget after it has been set. The Director advises the Vice Chancellor of Administration and Finance and serves as the consultant in financial matters for the Associated Students and the Dean of Student Activities. In addition, the Director is responsible for the Student Accounting Office and the personnel who develop and maintain accounting records and procedures. The Director assists in the development of financial contracts in conjunction with the Associated Students. The Director of Administrative Services interprets these guidelines in the event of a conflict

within the Associated Students Finance Committee as to the meaning or content of these guidelines.

### **Management Assistant**

This person assists the Director of Administrative Services in the supervision of the Student Accounting Office, the development and maintenance of good accounting procedures, the preparation of reports, and the review of accounts to make sure that they conform to the prescribed accounting procedures.

### **Accountant**

The Accountant in the Student Accounting Office is generally responsible for recording the financial transactions of the Associated Students and for keeping financial records in accordance with established procedures.

### **Account Clerks**

The account clerks assist the accountant in miscellaneous accounting duties which include: payment voucher transactions, preparation of financial reports, filing.

### **President, Associated Students**

The outgoing Associated Students President will prepare the preliminary Associated Students operating budget for the next year.<sup>2</sup> The incoming Associated Students President will prepare the operating budget for the year. Both budgets will be prepared in consultation with the Dean of Student Activities, which will be presented to the Associated Student Council, Dean of Student Affairs, and Director of Administrative Services for approval. The Preliminary Budget to be approved by the exiting Associated Student Council shall be valid from July First through the Second Regular session of the Associated Students in September or September 15<sup>th</sup> whichever is later. In the absence of the Vice President of Finance of the Associated the President of the Associated Students is empowered with his/her duties.

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<sup>2</sup> See **Preparation of the Budget** for important dates and limits on the Preliminary Budget

## **Vice President of Finance, Associated Students**

The Vice President of Finance of the Associated Students will be selected by the Student Council.<sup>3</sup> This person should be a member of the Council and should have a good grasp of business math and, preferably, have some accounting units completed. The vice president will prepare a written report on a monthly basis for the Student Council and will also report to this body whenever she/he may be requested to do so regarding the financial activities of the Associated Students. A copy of this report will be given to the Dean of Student Activities. The vice president of Finance and the Dean will approve all expenditures of Associated Students funds as authorized by Student Council; will have the authority to review the financial statements of the Associated Students.

## **Associated Students Council**

The Associated Students Council reviews and approves the operating budget as well as the preliminary budget for the fiscal year. Requests for the expenditures of General Reserve/Surplus may also be initiated by Council as may requests to enter into contractual agreements. Requests to enter into contractual agreements must be reviewed and approved by Director of Administrative Services and requests for expenditures of funds outside of the operating budget must be reviewed and approved by the Dean of Student Affairs and the Director of Administrative Services.<sup>4</sup>

## **Associated Students Finance Committee**

The following campus representatives are members of this Committee:

- A. Vice President of Finance (chair)
- B. Associated Student President
- C. *Vice President of Inter Club Council*
- D. *Fundraising Chair*
- E. Three other students appointed by the Associated Students Council
- F. Dean of Student Activities
- G. Director of Administrative Services
- H. Accountant or Management Assistant who is responsible for the Student Accounting Office (non voting)

Quorum shall consist of three student members and one administrator.

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<sup>3</sup> Per Associated Student Constitution

<sup>4</sup> See Associated Student Constitution



The committee reviews proposed expenditures of the Associated Students as to the adherence to these guidelines and towards the availability of funds within the operating budget. The committee reviews the management of student body funds and recommends to the Associated Students President any changes to the GUIDELINES FOR THE MANAGEMENT OF ASSOCIATED STUDENTS FUNDS AT CITY COLLEGE OF SAN FRANCISCO.

### **III. THE PREPARATION OF THE BUDGET AND THE CONTROL OF ASSOCIATED STUDENTS FUNDS**

#### **The Budget**

The operating budget of the Associated Students is the financial plan of operation for one year. It is a guide for the financing of the year's activities. Financial statements are prepared to indicate a comparison of the budget to actual expenditures and revenues.

#### **Preparation of the Budget**

A preliminary budget (July 1<sup>st</sup> through September 15<sup>th</sup>) will be prepared by the outgoing and incoming Associated Students President(s) in consultation with the Dean of Student Activities for review and approval by the Finance Committee and the Associated Students Council. The preliminary budget shall be the first item on the Finance Committee agenda one week after the election of officers (per Constitution). The preliminary budget is not to exceed 10% of estimated revenues for the following year and will be operable until the final budget is approved in the following Fall. The final operating budget shall be prepared by this incoming Associated Student President in consultation with the Dean of Student Activities presented to the Fall council by the second regular meeting.

In preparing the budget, the Associated Students President must provide sufficient funds to insure the following:

##### Athletics

- 1) officials for games
- 2) awards for athletic achievement
- 3) student participation in division sports and events including lodging, food, transportation
- 4) ticket takers
- 5) security

This area not to exceed 30% of the Associated Students operating budget

##### Speech Team

- 1) competes with minimum required participants in at least 2 away events per semester

##### Cultural Affairs

- 1) support for CCSF student groups to participate in cultural events and performances
- 2) ticket takers
- 3) security

The Student Accounting Office will be supported to the extent necessary to provide minimal staff at Associated Students sponsored events where tickets are sold. However, every effort will be made to use student employees in these situations and staffing patterns will be reviewed periodically by the Dean Student Activities and the Director of Administrative Services, to insure reasonable use of student money in this area. Only Associated Students sponsored activities may use ticket sellers and campus police paid by Associated Students funds.

After the Associated Students Council's approval, the recommended budget is presented to the Dean of Student Affairs and the Director of Administrative Services for their review to assure that the budget conforms with the State, District, and College regulations, as well as the adopted Guidelines for the Management of the Associated Student Funds of City College of San Francisco. Finally, the approved budget is given to the Associated Students Finance Committee for management, implementation, and control.

### **Budget Amendment**

Once the budget has been approved, amendments to the budget can only be made after the satisfactory review of the Finance Committee, a **two thirds** vote of the Associated Students Council, and the approval of the Dean of Student Affairs and the Director of Administrative Services. For the purposes of this document, an amendment to the budget means increasing the approved Associated Students operating budget.<sup>5</sup>

### **Limits on Fund Balance (Rollovers)**

Fund balances for each budgeted account at the end of each fiscal year will be placed in the General Reserve/Surplus Fund unless a funded activity or organization within the Associated Students requests and obtains approval from the Associated Students Council to carry over that organization's balances to the next semester. Requests to carry funds over should be made by the posted deadline. Whatever is left of money transferred from AS General Fund to club accounts designated as seed money shall be returned to the General Fund at the end of the fiscal year. If club balance is larger than the seed allotment for the year, then the additional amount will be rolled over upon request by the club.

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<sup>5</sup> For example transferring money from a reserve account into the budget is an increase in the operating budget. While Clubs keep their funds with the associated students, their revenues in no way increase the Associated Students operating budget.

Example:

|                        | Rich Club | Poor Club | Empty Club |
|------------------------|-----------|-----------|------------|
| Initial Balance        | 600       | 0         | 0          |
| Allocations            | 600       | 300       | 600        |
| Debits (club expenses) | (400)     | (500)     | (0)        |
| Credits (funds raised) | 200       | 300       | 0          |
| Ending Balance         | 1000      | 100       | 600        |
| Roll Over              | 800       | 100       | 0          |

Explicitly, the rollover of funds is computed as the **Ending Balance** minus, when positive, (**Allocations** minus **Debits.**) Clubs must request a rollover for funds to be rolled over every fiscal year.

### **Reserve Accounts**

All year end balances which have not been carried over will be placed in the General Reserve Surplus account. Such an account may be used to assure adequate funding each semester for the Associated Students budget, to maintain and improve the Student Union Building, to purchase vehicles or equipment and furniture for the Student Union Building and other student areas, to hire staff, to obtain insurance, and to fund other important or emergency needs which are in the best interests of students or which may be difficult to fund from the one semester operating budget of the Associated Students.

Requests for transfer from the General Reserve Surplus may be made by the Associated Students Council, after the satisfactory review of the Finance Committee, the Dean of Student Affairs and the Director of Administrative Services. The Dean of Student Affairs and the Director of Administrative Services may approve or disapprove such requests for transfer or may ask the Associated Students Council to revise their requests

### **Transfer of Funds**

Transfers of Funds within the operating budget shall be approved by the vice-president of Finance and the Dean of Student Activities, so long as the transfers are to facilitate funding of items which the Associated Students have approved.

Transfers of Funds from outside of the budget, into the budget require approvals as per **Budget Amendment** (see above.) Transfers of Funds outside the budget (between reserved accounts) require approvals as per Budget Amendment

## Contracts

The Associated Students may obligate the organization by contract for the purchase of equipment, supplies, or services from an approved vendor, provided the following procedures are observed:

1. The approval of the Associated Students Council, the approval of the Dean of Student Activities, and the approval of the Director of Administrative Services are obtained on contracts which do not extend beyond the fiscal year and which amount to \$5,000 or less.
2. If necessary, a contract may extend beyond the fiscal year. The Associated Students Council must obtain, however, the recommendations of the Dean of Student Activities, Director of Administrative Services, the Finance Committee, and the approval of the Chief Operating Officer. In general, such contracts should not exceed three fiscal or academic years.
3. If the contractual amount exceeds \$5,000 per year, the Associated Students Council must obtain the recommendation of the Dean of Student Activities, the Finance Committee, Director of Administrative Services and the approval of the Chief Operating Officer.
4. The availability of Associated Students funds must be ascertained, and sufficient funds must be encumbered to guarantee payment.
5. Construction contracts are presented to, approved by, and entered into by the District Board of Trustees even though Associated Students' revenues, income, or Surplus funds are used.
6. With respect to food sales, the District Board of Trustees may lease real property owned by the District to the Associated Students for use as a food service facility.
7. Vending machine operations will be governed by a contract between the vendor and the Associated Students subject to the approval of the College administration. The contract should spell out details regarding installation, maintenance, quality, quantity, commission rates, and types of items to be sold. In addition, the contract should give the student body the right to audit the records of the vending machine company.

An adequate system of inventory control should be established. Machines should contain sealed containers, where feasible, as minimum protection. Records capable of being audited should be kept by the party servicing the machines.

## **Expenditures**

**Approvals** – Written approvals will be required for all disbursements to insure adequate protection of student activity cash and other assets.<sup>6</sup>

1. Authorization for Transfer funds
2. Original receipt of Payment (Entry Fee)
3. Request for Purchase Order or Check
4. Unsettled Advances - Entry Fees - Service Slips
5. Expense Statement
6. Purchase Order

**Written Authorization for Disbursements** – Written authorizations for disbursements and other budget activities, i.e., transfers of funds, creation of new accounts, contracts for goods and services, etc., will require the following signatures:<sup>7</sup>

1. Within the operating Associated Students budget
  - a. Finance Chairperson or Associated Students President or his/her designee
  - b. Dean of Student Activities or Dean of Student Affairs.
2. From club accounts
  - a. Sponsor
  - b. Club Treasurer
  - c. Dean of Student Activities
3. All other transactions connected to the General Reserve/Surplus Fund
  - a. Finance Chairperson or Associated Students President
  - b. Dean of Student Activities
  - c. Dean of Student Affairs
  - d. Director of Administrative Services

**Expenditures** – Expenditures which require the written approval of the Dean, Student Activities and the Director of Administrative Services, are as follows:

1. All equipment which is to be attached to the building or which requires use of public utilities
2. Purchases made from any employee of the District
3. Capital outlay items
4. Salaries of employees

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<sup>6</sup> See section 76063 of the California State EdCode

<sup>7</sup> See Appendix C for specifics accounts

## **Prohibited Expenditures**

Expenditures are prohibited are as follows:

1. Equipment, supplies, forms, postage, service for curricular or classroom use or for district business
2. Repairs and maintenance of District owned equipment
3. Professional books and magazines, and memberships in professional organizations which should be District funded
4. Custodians' supplies and equipment
5. Salaries for services which are the responsibility of the District or for District assignments
6. Articles for personal use of District employees, students or others
7. Gifts, credit or accommodation purchases for District employees, students or others
8. Contributions to political or religious activities and campaigns<sup>8</sup>
9. Contributions to fund-raising drives for charitable organizations
10. Memberships in and contributions to non-collegiate organizations

Note: If a student club or campus student council wishes to fundraise for equipment that will be donated from the student group to the district/campus a special form available in the Dean of Student Activities office needs to be signed by appropriate organization officers stating that they are doing this in a voluntary way and are in no way feeling under pressure by any employee of the college to make such a donation.

## **Profits from General Associated Students' Activities**

Profits that are made from the conduct of general Associated Students' activities which are supported by the general student body are general student activity revenues and may not later be diverted to the account(s) of special groups. This will discourage the constant pressure on students, staff and community to support one student group after another.

Recognized clubs which are opened to all City College students shall not be considered special interest groups. When considering initial allocations of seed monies and other financial opportunities made available to all student body clubs on campus, funds may be allocated from General Student Activity Revenues to the clubs with the approval of AS Council.

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<sup>8</sup> In-house political organizing is a legitimate expense for Associated Student Bodies according to General Council in the Fall of 1994.

## **Fund Raising by Groups within the Associated Students**

Any plans for fund raising must be approved by the Associated Students Council or the designee of the Associated Students (titled as Fund Raising Chair) and the Dean of Student Activities. Each plan must include methods or procedures for establishing financial accountability. The raising of funds should have but one basic end in view - to promote the general welfare and morale of the students. No group may sell any items to the general student body, such as food concessions at athletic events, and retain the profits without the written authorization of the Student Council and the Dean of Student Activities. This opportunity will be available to all student organizations on an equitable basis.

In general, income for special groups may be raised by any of the following activities:

1. Food Sales
2. Raffles
3. Dances
4. Special events, i.e., productions, festivals, marathons, etc.
5. Sales of goods, i.e., buttons, clothing, arts and crafts, literature, posters, etc.
6. Sales of services, i.e., carwashes, etc.

## **Interest Earned**

Interest can be earned on savings accounts, certificates of deposit, government bonds and other investments that meet legal requirements for investments of student activity cash.

Interest earnings on the General Fund savings and/or investment accounts may be used as income for the operating budget of the Associated Students. Interest earnings on the savings and/or investment accounts are closed back to the General Reserve Surplus account at the end of the year. The General Fund checking account should be reviewed frequently to see that the balance is not too large. Some of the unneeded funds could be earning interest. The initiative to move money into interest bearing accounts should come from the Associated Students.

## **Deposit of Investment of Student Body Organization Funds**

The Education code requirement 76063 states the following:

Education Code Section 76063. The funds of any student body organization established in the public schools of any community college district shall, subject to approval of the governing board of the district, be deposited or invested in one or more of the following ways:



- (a) Deposits in trust accounts of the centralized State Treasury system pursuant to Sections 16305 to 16305.7, inclusive, of the Government Code or in a bank or banks whose accounts are insured by the Federal Deposit Insurance Corporation.
- (b) Investment certificates or withdrawable shares in state-chartered savings and loan associations and savings accounts of federal savings and loan associations, if the associations are doing business in this state and have their accounts insured by the Federal Savings and Loan Insurance Corporation and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.
- (c) Purchase of any of the securities authorized for investment by Section 16430 of the Government Code or investment by the Treasurer in those securities.
- (d) Participation in funds that are exempt from federal income tax pursuant to Section 501(c)(3) of the Internal Revenue Code and that are open exclusively to nonprofit colleges, universities, and independent schools.
- (e) Investment certificates or withdrawable shares in federal or state credit unions, if the credit unions are doing business in this state and have their accounts insured by the National Credit Union Administration and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.

The funds shall be expended subject to procedures that may be established by the student body organization subject to the approval of each of the following three persons, which shall be obtained each time before any of the funds may be expended: an employee or official of the community college district designated by the governing board, the certificated employee who is the designated adviser of the particular student body organization, and a representative of the particular student body organization.

## **Financial Statements**

A monthly financial report of expenditures will be prepared by the Vice President of Finance in conjunction with the Student Accounting Office for presentation to the Associated Student Council. At the end of each semester, the Accountant of the Student Accounting Office, or his/her designee, will prepare a financial statement which will be submitted to the Associated Student Council, Finance Committee, the Chief Operating Officer, the Provost, the Vice Chancellor of Administration and Finance and other(s) college administrators responsible for the supervision of these activities.

These reports should reflect the financial condition of the student activity fund, and proof of reconciliation of the bank accounts. Additional reports may be required as conditions require, or as requested by the Chief Operating Officer or the Director for Administrative Services.

It is recommended that student activity funds be subject to an annual examination by outside independent accountants. An annual audit will be conducted by outside independent accounts at the expense of the district.

## **IV. MANAGEMENT OF INCOME AND EQUIPMENT AND SOURCES OF STUDENT ACTIVITY FUNDS**

### **Collection of Money**

All money collected on behalf of the Associated Students shall be accounted for and deposited through the Student Accounting Office.

**Verification of Collections** – Collections of money must be verified. Some of the acceptable methods of verification are the following:

1. Use of cash registers supplying cumulative readings with locked-in or sealed totals
2. Use of pre-numbered individual receipts and master receipts that summarize a group of individual receipts
3. Use of pre-numbered tickets (ticket reports and unsold tickets shall be available for audit).
4. Use of pre-numbered group collection sheets containing signatures and amounts for individual students or others
5. Use of regular and frequent deposits of all receipts and special deposits for certain large collections
6. Use of an inventory control system

Alternative methods of verification of collections may be suggested by the Student Accounting Office.

**Overages or Shortages** – Overages or shortages, in excess of \$3.00, shall be reported to the Vice president of Finance, Dean of Student Activities, and the Director of Administrative Services. The loss of tickets should be regarded in the same manner as the loss of cash. Unless errors are detected, sales should be reported as the total rung on the register or as otherwise indicated. Daily overages or shortages should be reported with as much detail as possible; that is, overages or shortages should not be netted or offset.

### **Sources of Student Activity Funds**

1. Athletics. The College's athletic program can provide income to the Associated Students through the following means:
  - a. sale of tickets
  - b. receipt of guaranteed amount from colleges visited
  - c. exercise of radio and television rights
  - d. sale of programs

e. concessions

2. Concessions. The Associated Students may negotiate agreements with individuals or firms for concession sales of merchandise, such as pictures, articles of clothing, and so forth. The profits from these concessions may be designated to be general student activity money and shall not be credited to any class, club or organization.
3. Publications. Care should be exercised by the Associated Students Council in negotiating contracts for school newspapers, yearbooks, publications and the like. The selling price of these items should be set so that the maximum number of students may benefit from them.

The type of advertising in Associated Students publications should be approved by the Dean of Student Activities; contracts should be entered into when appropriate, and a billing system should be developed.

4. Scholarship and Trust Accounts. Scholarship grants and trusts may be accepted by the Associated Student. Council with the approval of the Chief Operating Officer or his/her designee. The acceptance, to be made in writing, must include all conditions prescribed by the donor. A statement must also be included regarding the disposition of any balance remaining at the close of the period for which the fund is established. Each scholarship and trust account is to be established separately.
5. Gifts and Grants. Money, material, or equipment may be accepted by the student body organization on approval of the Chief Operating Officer or his/her designee, *and approval by the CCSF Board of Trustees*. The items received must have a legitimate use in the College program and must not in any way conflict with it.<sup>9</sup>
6. Vending Machines. The following directions serve as a guide for vending machine operations:

**Contracts** – Vending machine operations should be governed by a contract between the vendor and the Associated Students, subject to the approval of the Chief Operating Officer. The contract should spell out details regarding installation, maintenance, quality, quantity, commission rates, and types of food and drink. In addition, the contract should give the Associated Students the right to audit the records of the vending machine company.

**Controls** – An adequate system of inventory controls should be established. Machines should contain scaled counters, where feasible, as minimum protection.

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<sup>9</sup> Consideration should be given to installation and maintenance costs before acceptance of equipment items

Records capable of being audited should be kept by the party servicing the machines.

7. Sale of Food Items. The governing board of a school district maintaining a junior college may lease real property owned by the district to a student organization for use as a food service facility.
8. Interest Earned. Interest can be earned on savings accounts, certificates of deposit, government bonds, and other investments that meet legal requirements for investments of student activity cash. Interest earned may be prorated to the various student activity accounts or credited as revenue to the student activity fund or operating budget.
9. Bookstore. The Bookstore may sell merchandise that is needed and used by pupils to facilitate classroom instruction and where such permission to sell such merchandise has been granted by the Board of Trustees. The bookstore should offer a minimum of competition to the local merchants.
10. AS Membership. The Associated Students may charge a voluntary fee for membership in their organization. Benefits of this fee may be determined by the Associated Students. These benefits should be negotiated in contractual agreements. As a minimum they should include a discount for campus events.<sup>10</sup>
11. AS Activity Fee. The Associated Students may charge a voluntary Activities Fee to be collected at registration.

### **Protection of Funds**

The following procedures should guide custodians of student activity funds:

1. Cash receipts should be deposited intact 100% daily
2. Receipts should be written when money is received so its arrival is established for accounting and insurance purposes
3. An armored car service to pick up and deposit the funds is recommended
4. Safes should be used for the protection of money

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<sup>10</sup> See Associated Student's Constitution to check for compliance with definitions of membership

## **Addition Uses of Student body Organization Funds**

Education Code Section 76064 reads as follows:

Education Code Section 76064. In addition to deposit or investment pursuant to Section 76063, the funds of a student body organization may be loaned or invested in any of the following ways:

- (a) Loans, with or without interest, to any student body organization established in another community college of the district for a period not to exceed three years.
- (b) Invest money in permanent improvements to any community college district property including, but not limited to, buildings, automobile parking facilities, gymnasiums, swimming pools, stadia and playing fields, where those facilities, or portions thereof, are used for conducting student extracurricular activities or student spectator sports, or when those improvements are for the benefit of the student body. The investment shall be made on condition that the principal amount of the investment plus a reasonable amount of interest thereon shall be returned to the student body organization as provided herein. Any community college district approving the investment shall establish a fund in accordance with the California Community Colleges Budget and Accounting Manual in which moneys derived from the rental of community college district property to student body organizations shall be deposited. Moneys collected by the governing board for automobile parking facilities as authorized by Section 76360 shall be deposited in the fund designated by the California Community Colleges Budget and Accounting Manual if the parking facilities were provided for by investment of student body funds under this section. Moneys shall be returned to the student body organization as contemplated by this section exclusively from the special fund and only to the extent that there are moneys in the special fund. Whenever there are no outstanding obligations against the special fund, all moneys therein may be transferred to the general fund of the school district by action of the local governing board.

Two or more student body organizations of the same community college district may join together in making the investments in the same manner as is authorized herein for a single student body. Nothing herein shall be construed so as to limit the discretion of the local governing board in charging rental for use of community college district property by student body organizations as provided in Section 76060.

## **Insurance for the Associated Students**

The responsibility for seeing that the student body organization receives adequate insurance protection rests with the District Board of Trustees. This responsibility may be delegated to

the Chief Operating Officer. The District Office of Administrative Services should assist in determining and obtaining essential types of insurance.

The following forms of insurance are commonly purchased by student body organizations:

1. Fire insurance covering physical property belonging to the organization
2. Liability insurance protecting the organization employees
3. Workers' Compensation covering organization employees
4. Fidelity bonding protecting the organization against losses perpetrated by employees or members
5. Theft insurance covering the funds and physical assets of the organization
6. Liability and collision insurance for vehicles owned by the Association

### **Equipment for Associated Students**

Before equipment is purchased with Associated Students funds, the purchase should be approved by the Director of Administrative Services or his designee and the Director for Buildings and Grounds or his designee, if appropriate. It is recommended that the Associated Students formally donate to the San Francisco Community College District, City College of San Francisco, the equipment purchased with Associated Student. funds. However, the Associated Students are not required to do so. Procedures to be followed in either case are as follows:

**Equipment Formally Donated** – The Governing Board, at its discretion, formally accepts the gift from the Associated Students. The College and the District then should set up appropriate accounting records, maintain the equipment, and obtain the appropriate insurance coverage.

**Equipment Not Donated** – The Associated Students are responsible for purchased equipment, including repair, upkeep, and adequate insurance. In this situation, the Associated Students must also

- 1) set up appropriate accounts for fixed assets in the Student Accounting Office's accounting system
- 2) maintain an inventory record for each item of equipment
- 3) take a physical inventory of all equipment at the end of each school year to determine that all equipment owned by the organization is on hand

## **V. DISBURSEMENT OF ASSOCIATED STUDENTS FUNDS**

All disbursements of student body organization funds, including club, trust, and scholarship accounts, must be made in accordance with an established system that encompasses sound elements of internal control, good accounting practices, and conformity with regulations prescribed by the Governing Board.

### **Purchase of Merchandise or Services**

Prior approval of purchases of merchandise or services should be required. Purchase orders should be issued for purchases approved by the Associated Student Council. These orders should be pre-numbered and should be printed in multiple copies for the following uses:

1. Copy for vendor
2. Copy for attachment to invoice
3. Copy for numerical file

### **Disbursements**

Other matters to keep in mind when purchasing supplies or services are the following:

1. Payment should be made by check, prepared and mailed from the Student Accounting Office.
2. Expenditures must be supported by invoices or other acceptable documentation, including original paid cash receipt, original paid invoice, original cash register tape receipt showing vendor's name and address. If the cash register receipt does not show the unit, quantity, description of items bought and cost for each item, the purchaser should prepare a statement showing this information and attach it to register tape receipt.
3. Disbursements should be made with pre-numbered checks.
4. Two signatures should be required on checks - any two as assigned by the Chief Operating Officer: Senior Accountant, the Director of Administrative Services, or Chief Financial Officer.

### **Cash Advances for Associated Students and Clubs**

Cash advances are to be reconciled within 10 working days after event or purchase. If there is no reconciliation, a hold will be placed on the unreconciled account and a hold may be placed by the Dean of Student Activities on the records of the student receiving the cash advance until reconciliation occurs. The sponsor will be notified by the Director of Administrative Services and be held accountable for reconciling the account. To facilitate



this process, the Student Accounting Office will have the sponsor sign a form stating his/her responsibilities to reconcile the cash advance. If such funds are to be transferred to other parties, then this form is to be signed by them as well.

### **Travel Disbursements**

Please see current "Guidelines for AS Travel Reimbursement", available in writing from the Student Activities Office.

## **VI. REVISING THESE GUIDELINES**

These guidelines are subject to change only with the approval of the Associated Student Council, Finance Committee, Chief Operating Officers, Provost, Vice Chancellor of Administration and Finance, Director of Administrative Services, Dean of Student Activities, Dean of Student Affairs, and the Student Accounting Office Management Assistant.

## **APPENDIX A: EDUCATIONAL CODE SECTIONS** **PERTAINING TO STUDENT BODIES**

1. Cal Ed Code @ 32220 (1993), EDUCATION CODE, TITLE 1. GENERAL EDUCATION CODE PROVISIONS, DIVISION 1. General Education Code Provisions, PART 19. MISCELLANEOUS, CHAPTER 2. School Safety--Public Institutions, ARTICLE 3. Insurance for Athletic Teams, @ 32220. Definitions, Deering's California Codes Annotated
2. Cal Ed Code @ 32221 (1993), EDUCATION CODE, TITLE 1. GENERAL EDUCATION CODE PROVISIONS, DIVISION 1. General Education Code Provisions, PART 19. MISCELLANEOUS, CHAPTER 2. School Safety--Public Institutions, ARTICLE 3. Insurance for Athletic Teams, @ 32221. Insurance; Amounts, Deering's California Codes Annotated
3. Cal Ed Code @ 39830 (1993), EDUCATION CODE, TITLE 2. ELEMENTARY AND SECONDARY EDUCATION, DIVISION 3. Local Administration, PART 23. SCHOOL FACILITIES, CHAPTER 5. Supplementary Services, ARTICLE 3. Transportation, Schoolbuses, @ 39830. "Schoolbus", Deering's California Codes Annotated
4. Cal Ed Code @ 66300 (1993), EDUCATION CODE, TITLE 3. POSTSECONDARY EDUCATION, DIVISION 5. General Provisions, PART 40. DONAHOE HIGHER EDUCATION ACT, CHAPTER 5. Rules of Student Conduct, @ 66300. Rules governing student behavior, Deering's California Codes Annotated
5. Cal Ed Code prec @ 66600 (1993), EDUCATION CODE, TITLE 3. POSTSECONDARY EDUCATION, DIVISION 5. General Provisions, PART 40. DONAHOE HIGHER EDUCATION ACT, CHAPTER 8. California State University, Preceding @ 66600., Deering's California Codes Annotated
6. Cal Ed Code @ 66901 (1993), EDUCATION CODE, TITLE 3. POSTSECONDARY EDUCATION, DIVISION 5. General Provisions, PART 40. DONAHOE HIGHER EDUCATION ACT, CHAPTER 11. California Postsecondary Education Commission, ARTICLE 1. General Provisions, @ 66901. Creation; Members; Term; Meetings; Director; Voting, Deering's California Codes Annotated
7. Cal Ed Code @ 66952 (1993), EDUCATION CODE, TITLE 3. POSTSECONDARY EDUCATION, DIVISION 5. General Provisions, PART 40. DONAHOE HIGHER EDUCATION ACT, CHAPTER 11.5. Higher Education Assessment Act of 1990, @ 66952. Intent to monitor performance of universities and community colleges, Deering's California Codes Annotated
8. Cal Ed Code @ 69511 (1993), EDUCATION CODE, TITLE 3. POSTSECONDARY EDUCATION, DIVISION 5. General Provisions, PART 42. STUDENT FINANCIAL AID PROGRAM, CHAPTER 2. Student Financial Aid Programs, ARTICLE 2. The Student Aid Commission, @ 69511. Terms of office; Appointment; Stipend; Power and authority; Public hearings, Deering's California Codes Annotated
9. Cal Ed Code @ 69511.5 (1993), EDUCATION CODE, TITLE 3. POSTSECONDARY EDUCATION, DIVISION 5. General Provisions, PART 42. STUDENT FINANCIAL AID PROGRAM, CHAPTER 2. Student Financial Aid Programs, ARTICLE 2. The Student Aid Commission, @ 69511.5. Appointment of student members, Deering's California Codes Annotated
10. Cal Ed Code @ 69624 (1993), EDUCATION CODE, TITLE 3. POSTSECONDARY EDUCATION, DIVISION 5. General Provisions, PART 42. STUDENT FINANCIAL AID PROGRAM, CHAPTER 2. Student Financial Aid Programs, ARTICLE 7. California State University Educational Opportunity Program, @ 69624. Nomination of students for grants, Deering's California Codes Annotated
11. Cal Ed Code @ 69769.3 (1993), EDUCATION CODE, TITLE 3. POSTSECONDARY EDUCATION, DIVISION 5. General Provisions, PART 42. STUDENT FINANCIAL AID PROGRAM, CHAPTER 2. Student Financial Aid Programs, ARTICLE 13. State Guaranteed Loan Program, @ 69769.3. Members of Loan Study Council, Deering's California Codes Annotated
12. Cal Ed Code @ 70901 (1993), EDUCATION CODE, TITLE 3. POSTSECONDARY EDUCATION, DIVISION 6. California Maritime Academy, PART 43.5. THE CALIFORNIA COMMUNITY COLLEGES, @ 70901. Functions of Board of Governors, Deering's California Codes Annotated
13. Cal Ed Code @ 70902 (1993), EDUCATION CODE, TITLE 3. POSTSECONDARY EDUCATION, DIVISION 6. California Maritime Academy, PART 43.5. THE CALIFORNIA COMMUNITY COLLEGES, @ 70902. Governing board, Deering's California Codes Annotated
14. Cal Ed Code @ 71000 (1993), EDUCATION CODE, TITLE 3. POSTSECONDARY EDUCATION, DIVISION 7. Community Colleges, PART 44. BOARD OF GOVERNORS, CHAPTER 1. Board of Governors, ARTICLE 1. Composition and Organization, @ 71000. Creation of Board of Governors of the California Community Colleges, Deering's California Codes Annotated
15. Cal Ed Code @ 71020.5 (1993), EDUCATION CODE, TITLE 3. POSTSECONDARY EDUCATION, DIVISION 7. Community Colleges, PART 44. BOARD OF GOVERNORS, CHAPTER 1. Board of Governors, ARTICLE 2. Powers and Duties, @ 71020.5. Comprehensive educational and fiscal accountability system, Deering's California Codes Annotated

16. Cal Ed Code @ 71040 (1993), EDUCATION CODE, TITLE 3. POSTSECONDARY EDUCATION, DIVISION 7. Community Colleges, PART 44. BOARD OF GOVERNORS, CHAPTER 1. Board of Governors, ARTICLE 2. Powers and Duties, @ 71040. Actual and necessary traveling expenses authorized for community college students, Deering's California Codes Annotated
17. Cal Ed Code @ 72670 (1993), EDUCATION CODE, TITLE 3. POSTSECONDARY EDUCATION, DIVISION 7. Community Colleges, PART 45. DISTRICTS AND GOVERNING BOARDS, CHAPTER 6. Miscellaneous Provisions, ARTICLE 6. Auxiliary Organizations, @ 72670. "Auxiliary organization", Deering's California Codes Annotated
18. Cal Ed Code @ 72673 (1993), EDUCATION CODE, TITLE 3. POSTSECONDARY EDUCATION, DIVISION 7. Community Colleges, PART 45. DISTRICTS AND GOVERNING BOARDS, CHAPTER 6. Miscellaneous Provisions, ARTICLE 6. Auxiliary Organizations, @ 72673. Exemptions for various student, faculty, and alumni associations, Deering's California Codes Annotated
19. Cal Ed Code @ 76030 (1993), EDUCATION CODE, TITLE 3. POSTSECONDARY EDUCATION, DIVISION 7. Community Colleges, PART 47. STUDENTS, CHAPTER 1. General Provisions, ARTICLE 3. Removal, Suspension, or Expulsion, @ 76030. Suspension or expulsion for good cause; Hearing required, Deering's California Codes Annotated
20. Cal Ed Code @ 76031 (1993), EDUCATION CODE, TITLE 3. POSTSECONDARY EDUCATION, DIVISION 7. Community Colleges, PART 47. STUDENTS, CHAPTER 1. General Provisions, ARTICLE 3. Removal, Suspension, or Expulsion, @ 76031. Terms of suspension; Notification of minor's parent, Deering's California Codes Annotated
21. Cal Ed Code @ 76037 (1993), EDUCATION CODE, TITLE 3. POSTSECONDARY EDUCATION, DIVISION 7. Community Colleges, PART 47. STUDENTS, CHAPTER 1. General Provisions, ARTICLE 3. Removal, Suspension, or Expulsion, @ 76037. Adoption of rules and regulations, Deering's California Codes Annotated
22. Cal Ed Code @ 76060 (1993), EDUCATION CODE, TITLE 3. POSTSECONDARY EDUCATION, DIVISION 7. Community Colleges, PART 47. STUDENTS, CHAPTER 1. General Provisions, ARTICLE 4. Student Organizations, @ 76060. Purpose and privileges of student body organization, Deering's California Codes Annotated
23. Cal Ed Code @ 76060 (1993), EDUCATION CODE, TITLE 3. POSTSECONDARY EDUCATION, DIVISION 7. Community Colleges, PART 47. STUDENTS, CHAPTER 1. General Provisions, ARTICLE 4. Student Organizations, @ 76060. Authorization to organize student body association; Purposes; Assumption of responsibilities upon dissolution, Deering's California Codes Annotated
24. Cal Ed Code @ 76060.5 (1993), EDUCATION CODE, TITLE 3. POSTSECONDARY EDUCATION, DIVISION 7. Community Colleges, PART 47. STUDENTS, CHAPTER 1. General Provisions, ARTICLE 4. Student Organizations, @ 76060.5. Student representation fee, Deering's California Codes Annotated
25. Cal Ed Code @ 76061 (1993), EDUCATION CODE, TITLE 3. POSTSECONDARY EDUCATION, DIVISION 7. Community Colleges, PART 47. STUDENTS, CHAPTER 1. General Provisions, ARTICLE 4. Student Organizations, @ 76061. Requirements for service as officer in student government, Deering's California Codes Annotated
26. Cal Ed Code @ 76062 (1993), EDUCATION CODE, TITLE 3. POSTSECONDARY EDUCATION, DIVISION 7. Community Colleges, PART 47. STUDENTS, CHAPTER 1. General Provisions, ARTICLE 4. Student Organizations, @ 76062. Authorization for activities by student organizations, Deering's California Codes Annotated
27. Cal Ed Code @ 76063 (1993), EDUCATION CODE, TITLE 3. POSTSECONDARY EDUCATION, DIVISION 7. Community Colleges, PART 47. STUDENTS, CHAPTER 1. General Provisions, ARTICLE 4. Student Organizations, @ 76063. Deposit or investment of student funds, Deering's California Codes Annotated
28. Cal Ed Code @ 76064 (1993), EDUCATION CODE, TITLE 3. POSTSECONDARY EDUCATION, DIVISION 7. Community Colleges, PART 47. STUDENTS, CHAPTER 1. General Provisions, ARTICLE 4. Student Organizations, @ 76064. Additional uses of student funds, Deering's California Codes Annotated
29. Cal Ed Code @ 76065 (1993), EDUCATION CODE, TITLE 3. POSTSECONDARY EDUCATION, DIVISION 7. Community Colleges, PART 47. STUDENTS, CHAPTER 1. General Provisions, ARTICLE 4. Student Organizations, @ 76065. Supervision and audit of student funds, Deering's California Codes Annotated
30. Cal Ed Code @ 76066 (1993), EDUCATION CODE, TITLE 3. POSTSECONDARY EDUCATION, DIVISION 7. Community Colleges, PART 47. STUDENTS, CHAPTER 1. General Provisions, ARTICLE 4. Student Organizations, @ 76066. [Section repealed], Deering's California Codes Annotated
31. Cal Ed Code @ 76140 (1993), EDUCATION CODE, TITLE 3. POSTSECONDARY EDUCATION, DIVISION 7. Community Colleges, PART 47. STUDENTS, CHAPTER 1. General Provisions, ARTICLE 9. Nonresident Tuition, @ 76140. Nonresident tuition, Deering's California Codes Annotated
32. Cal Ed Code @ 76360 (1993), EDUCATION CODE, TITLE 3. POSTSECONDARY EDUCATION, DIVISION 7. Community Colleges, PART 47. STUDENTS, CHAPTER 2. Fees, ARTICLE 2. Authorized Fees, @ 76360. Parking services fee, Deering's California Codes Annotated

33. Cal Ed Code @ 76375 (1993), EDUCATION CODE, TITLE 3. POSTSECONDARY EDUCATION, DIVISION 7. Community Colleges, PART 47. STUDENTS, CHAPTER 2. Fees, ARTICLE 2. Authorized Fees, @ 76375. Building and operating fee, Deering's California Codes Annotated
34. Cal Ed Code @ 78271 (1993), EDUCATION CODE, TITLE 3. POSTSECONDARY EDUCATION, DIVISION 7. Community Colleges, PART 48. COMMUNITY COLLEGES, EDUCATION PROGRAMS, CHAPTER 2. Courses of Study, ARTICLE 4. Aviation, @ 78271. Insurance program and supervision for schools offering flight experience Deering's California Codes Annotated
35. Cal Ed Code @ 81671 (1993), EDUCATION CODE, TITLE 3. POSTSECONDARY EDUCATION, DIVISION 7. Community Colleges, PART 49. Community Colleges, Education Facilities, CHAPTER 3. Management and Control of Property, ARTICLE 4. Community College Property, @ @ 81671--81675. [Sections repealed], Deering's California Codes Annotated
36. Cal Ed Code @ 81676 (1993), EDUCATION CODE, TITLE 3. POSTSECONDARY EDUCATION, DIVISION 7. Community Colleges, PART 49. Community Colleges, Education Facilities, CHAPTER 3. Management and Control of Property, ARTICLE 4. Community College Property, @ 81676. Bookstore "Bookstore 2011" "Parking 2011" "Contracts 2011" "Funds 2011"; Employees; Revenue and expenditures, Deering's California Codes Annotated
37. Cal Ed Code @ 87357 (1993), EDUCATION CODE, TITLE 3. POSTSECONDARY EDUCATION, DIVISION 7. Community Colleges, PART 51. EMPLOYEES, CHAPTER 2.5. Qualifications for Community College Personnel, ARTICLE 2. Minimum Qualifications and Hiring Criteria, @ 87357. (Operation contingent) Required acts by board of governors, Deering's California Codes Annotated
38. Cal Ed Code @ 87408 (1993), EDUCATION CODE, TITLE 3. POSTSECONDARY EDUCATION, DIVISION 7. Community Colleges, PART 51. EMPLOYEES, CHAPTER 3. Employment, ARTICLE 1. General Provisions, @ 87408. Medical examination, Deering's California Codes Annotated
39. Cal Ed Code @ 87408.5 (1993), EDUCATION CODE, TITLE 3. POSTSECONDARY EDUCATION, DIVISION 7. Community Colleges, PART 51. EMPLOYEES, CHAPTER 3. Employment, ARTICLE 1. General Provisions, @ 87408.5. Medical certification of retiree, Deering's California Codes Annotated
40. Cal Ed Code @ 87408.6 (1993), EDUCATION CODE, TITLE 3. POSTSECONDARY EDUCATION, DIVISION 7. Community Colleges, PART 51. EMPLOYEES, CHAPTER 3. Employment, ARTICLE 1. General Provisions, @ 87408.6. Examination for tuberculosis, Deering's California Codes Annotated
41. Cal Ed Code @ 87732 (1993), EDUCATION CODE, TITLE 3. POSTSECONDARY EDUCATION, DIVISION 7. Community Colleges, PART 51. EMPLOYEES, CHAPTER 3. Employment, ARTICLE 6. Termination of Services and Reduction in Force, @ 87732. Grounds for dismissal of regular employee, Deering's California Codes Annotated
42. Cal Ed Code @ 88020 (1993), EDUCATION CODE, TITLE 3. POSTSECONDARY EDUCATION, DIVISION 7. Community Colleges, PART 51. EMPLOYEES, CHAPTER 4. Classified Employees, ARTICLE 1. Employment, @ 88020. Community college student body organization employee, Deering's California Codes Annotated
43. Cal Ed Code @ 88116 (1993), EDUCATION CODE, TITLE 3. POSTSECONDARY EDUCATION, DIVISION 7. Community Colleges, PART 51. EMPLOYEES, CHAPTER 4. Classified Employees, ARTICLE 3. Merit System, @ 88116. Right to take equivalent examination for position placed within classified service while employee in military service; Reemployment rights, Deering's California Codes Annotated
44. Cal Ed Code prec @ 89030 (1993), EDUCATION CODE, TITLE 3. POSTSECONDARY EDUCATION, DIVISION 8. California State University, PART 55. CALIFORNIA STATE UNIVERSITY, CHAPTER 1. General Provisions, ARTICLE 2. Powers of the Trustees, Preceding @ 89030., Deering's California Codes Annotated
45. Cal Ed Code @ 94311 (1993), EDUCATION CODE, TITLE 3. POSTSECONDARY EDUCATION, DIVISION 10. Private Postsecondary and Higher Education Institutions, PART 59. PRIVATE POSTSECONDARY AND HIGHER EDUCATION INSTITUTIONS CHAPTER 3. Private Postsecondary and Vocational Institutions, ARTICLE 2. Requirements and Standards, @ 94311. (Operative until June 30, 1996) Requirements for offering education services or education programs, Deering's California Codes Annotated
46. Cal Fin Code @ 7250 (1993), FINANCIAL CODE, DIVISION 2. SAVINGS ASSOCIATION LAW, CHAPTER 6. Investment Operations, ARTICLE 2. Investment in Securities, @ 7250. Securities as to which unlimited investment authorized; Other securities, Deering's California Codes Annotated
47. Cal Gov Code @ 11121.5 (1993), GOVERNMENT CODE, TITLE 2. GOVERNMENT OF THE STATE OF CALIFORNIA, DIVISION 3. Executive Department, PART 1. STATE DEPARTMENTS AND AGENCIES, CHAPTER 1. State Agencies, ARTICLE 9. Meetings, @ 11121.5. [Section repealed], Deering's California Codes Annotated
48. Cal Gov Code @ 20009.1 (1993), GOVERNMENT CODE, TITLE 2. GOVERNMENT OF THE STATE OF CALIFORNIA, DIVISION 5. Personnel, PART 3. Public Employees' Retirement System, CHAPTER 1. General Provisions, ARTICLE 1. General Provisions, @ 20009.1. Other entities within definition of "Public agency", Deering's California Codes Annotated

49. Cal Gov Code @ 20930.1 (1993), GOVERNMENT CODE, TITLE 2. GOVERNMENT OF THE STATE OF CALIFORNIA, DIVISION 5. Personnel, PART 3. Public Employees' Retirement System, CHAPTER 7. Service, ARTICLE 5. Public Service, @ 20930.1. "Public service"; Employee of student body organization, Deering's California Codes Annotated
50. Cal Const, Art XIII, @ 3 (1993), CONSTITUTION OF THE STATE OF CALIFORNIA, ARTICLE XIII. TAXATION, @ 3. Property tax exemptions, Deering's California Codes Annotated

## **APPENDIX B: THE PROCESS OF APPEAL**

Document all meetings and decisions.

Any administrative 'veto' on student body funds should be documented. If not, make a written request for a written decision. Send a carbon copy of the request to all parties who could be involved

The Chain of Command from the Associated Students:

Dean of Student Activities

Dean of Student Affairs

Provost

Chief Operating Officer

Chancellor

Board of Trustees

State Chancellor's Office

Informally contacting the Chancellor may be very effective towards resolving any problems. Also, the Board of Trustees meets once a month - and anyone can speak before the Board of Trustees, if you want to be heard by the final authority within the San Francisco Community College District, go to them. The Student Trustee should be involved in seeking the board's approval. A documented decision of the Associated Student Council is another powerful tool in resolving issues.

If you cannot get a consensus of the Associated Student Council - then you should put aside the appeal and work on doing things together. United we stand - divided we fall.

**The Truth Shall Make You Free**