

North Orange County Community College District
Administrative Procedure
Chapter 5
Student Services

AP 5420 Associated Students Finance

Reference:

Education Code Sections 76063-76065

- 1.0 The Associated Students Organization funds are maintained in accordance with the following procedures:
 - 1.1 Associated Students Organization fund books, financial records, and procedures are subject to annual audit.
 - 1.2 Reports of the annual audit of Associated Students funds are prepared in conjunction with the annual audit of District funds and submitted to the Board of Trustees.
 - 1.3 Audit information, except that containing personnel or other confidential information, shall be released to the Associated Students by the Bursar's Office.
 - 1.4 Associated Students funds shall be deposited with and disbursed by the Bursar's Office.
 - 1.5 The funds shall be deposited, loaned, or invested in authorized financial institutions.
- 2.0 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 individuals. Approval shall be obtained each time, before any funds may be expended by:
 - 2.1 The Chancellor or designee.
 - 2.2 The officer or employee of the District who is the designated advisor of the particular student body organization.
 - 2.3 A student representative of the student body organization.
- 3.0 All funds and expenditures shall be processed as designated in the Associated Students campus procedures.

Date of Adoption: June 14, 2005