

4F7 Student Finances

Section Four—Students/Instructional Services Governance Processes Relative to the District Board Policy Manual and Collegial Consultation With Academic Senates

Employ the Process of Mutual Agreement

Policies: None

Procedures: None

Appendices: None

Rely Primarily Upon the Advice and Judgment

Policies:

- (1) **4A2**, Student Responsibilities (*includes Policies 4A2A through 4A2G*)
- (2) **4A3**, Matriculation (*includes Policies 4A3A through 4A3G*)
- (3) **4A4**, Prerequisites, Corequisites, and Advisories on Recommended Preparation (*includes Policies 4A4A through 4A4E*)
- (4) **4A6**, Admission to Impacted Programs (*includes Policies 4A6A through 4A6K*)
- (5) **4A9**, Instructional and Other Materials (*includes Policies 4A9A through 4A9D*)
- (6) **4B1**, Educational Programs (*includes Policies 4B1A through 4B1D1*)
- (7) **4B5**, Program Review
- (8) **4B7**, Articulation (*includes Policies 4B7A through 4B7C*)
- (9) **4B10A**, (re: guest/visitors) (*includes Policies 4B10A1 through 4B10A7*)
- (10) **4B10B**, (re: guest/visitors)
- (11) **4B11**, Controversial Issues in Curriculum (*includes Policies 4B11A through 4B11C*)
- (12) **4C**, Academic Regulations (*includes Policies 4C1 through 4C7*)
- (13) **4D**, Minimum Graduation Requirements (*includes Policies 4D1 through 4D1G*)

Procedures: None

Appendices: None

Proposed Addition to
Kern Community College District Board Policy Manual
Section Four – Students Instructional

Governance Process: Information Only

Reason for Revision: To Establish District Policy

E7 Student Finances

4F7A Associated student funds shall be deposited in the College business office with and disbursed by the College President or designee. The funds shall be deposited, loaned or invested in one or more of the ways authorized by law. The funds of the associated students shall be subject to an annual audit. All funds shall be expended according to procedures established by the associated students, subject to the approval of each of the following three persons, which shall be obtained each time before any funds may be expended:

1. The College President or designee
2. The employee who is the designated advisor of the particular student body organization
3. A representative of the student body organization (Education Code Sections 76063-76065)

4F7AB Student organization activities shall be self-supporting. Associated student body funds should serve the student body as a whole.

4F7BC Student organizations, including associated student bodies, shall be granted the use of District facilities in accordance with Policy 3B and Procedure 3B1(a), Guidelines for Use of District/College Property/Facilities, of this Manual. ~~(Added June 1, 1995)~~

4F7CD Student organizations shall prepare budgets of anticipated income and expenditures for each school year to serve as operating guides for the

year's activities. Activities will be limited by the actual funds available, not by the budget.

4F7CD1 The annual operating budget for each associated student body shall be submitted to the Board of Trustees for information only by May 1 of each year. *(Added June 1, 1995)*

4F7DE Associated student body funds shall be audited annually by a firm selected by the Board of Trustees.

4F7EF No dues are to be levied or money collected by any class, or club, or any other organization without first securing permission from the College President or designee.

~~4F7FG The College President shall name an employee of the College to act as college-designated treasurer of associated student body funds. *(Added June 1, 1995)*~~

~~4F7F1 All student organization monies are to be given to the College-designated treasurer immediately after collection. The College-designated treasurer shall issue a receipt for the same and keep a duplicate thereof on file.~~

~~4F7F2 All money collected by student organizations for dues, entertainments, benefits, contributions, or any other purpose shall be deposited by the College-designated treasurer in the name of Associated Students in a bank designated by the College President or designee.~~

~~4F7F3 The College-designated treasurer shall keep an accurate account of each student activity fund within the College showing the receipts, expenditures, and balance on hand. *(Added June 1, 1995)*~~

4F7GHG All business and employment contracts entered into on behalf of student organizations, including associated student bodies, must be approved in accordance with District procedures. *(Added June 1, 1995)*

4F7HIH Each student organization shall adopt procedures for expenditure of student organization funds. Each expenditure must be approved by a representative of the student organization, the certificated ~~faculty~~ academic advisor of the student organization, and the College President or designee prior to expending student funds. *(Added June 1, 1995)*

4F7HIH1 The certificated academic faculty advisor of each student organization shall provide guidance and information to students to make decisions and ensure that expenditures of funds benefit the entire student organization and are not contrary to law or public policy.

4F7H2 A student organization may appeal a decision to not authorize an activity or expenditure. ~~Such appeal must be made in writing to the College President within ten (10) business days of the decision. The President's written decision will be made within three (3) business days after receipt of the written appeal and will be final.~~

Admin, August 17, 2015
ChC. August 25, 2015