

## **ARTICLE 4: Finance Policy and Guidelines**

### **Section 1- Financial Policy**

In accordance with AP 5400 and Article I, Section 5 of the ASRCC Constitution, The ASRCC shall have the oversight of the Student Services Fee Fund including; allocation of funds from, ratify yearly budgets for ASRCC, Clubs, Organizations, and Athletics, propose student fee modifications, and other budgetary responsibilities as they arise.

### **Section 2 –Finance Philosophy**

The philosophy of the ASRCC finance policy is to effectively and efficiently maintain the flow of the ASRCC accounts. It is the responsibility of each club, organization, and team to keep a detailed ledger of all expenses and deposits so that each entity knows their account balances at all times.

### **Section 3 – Fiscal Calendar**

The fiscal year for ASRCC shall run from July 1 – June 30. Budgets are available for spending beginning the first day of the fiscal year. Spending will close on the Friday two weeks before the end of the fiscal year. Any expenses submitted after the deadline will be debited from the next fiscal year's account.

### **Section 4 –Financial Responsibility**

- a. According to BP 5420 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:
  - i. the applicable College CSSO or designee
  - ii. the employee who is the designated advisor of the particular student body organization;
  - iii. a representative of the applicable student body organization.
- b. The ASRCC Executive Treasurer shall have the oversight and management of the ASRCC budget according to the ASRCC Constitution.

### **Section5 – Budget Allocation Procedures**

- a. In the spring semester of the fiscal year, the ASRCC Executive Treasurer shall convene the Budget Committee to establish the budgets for the next fiscal year. The Budget Committee shall consist of nine (9) members including:
  - i. Executive Treasurer
  - ii. Vice President
  - iii. Senate Finance Chair
  - iv. Two (2) additional Senators
  - v. 4 Directors recommended by the ASRCC President
  - vi. Student Activities Coordinator (Ex Officio capacity)
- b. All clubs and organizations recognized by the ASRCC according to Article V Section 4, and are in good standing according to Article V Section 5, are eligible to come before Budget Committee to propose a budget for the next fiscal year.

c. Additionally, other entities seeking ASRCC funding, including Athletics and academic entities, shall submit a budget proposal packet to come before the Budget Committee to hear their funding requests. The ASRCC President is responsible for preparing the ASRCC Executive Cabinet budget and presenting it to the committee.

d. The Budget Committee shall schedule all parties with ASRCC funding requests during business hours. At which time the committee will ask questions regarding the funding requests.

e. After all entities have presented, the Budget Committee shall prepare the ASRCC budget for the next fiscal year, which is be submitted to the ASRCC Senate for approval.

f. The ASRCC Senate shall have two weeks to view, deliberate, and vote on the proposed budget. The passed budget is then forwarded to the ASRCC President for approval.

g. The ASRCC President has 5 working days to review and either approve the budget.

i. The ASRCC President has the right veto the budget and send back to the Senate

ii. The Senate has two weeks to review, amend, and approve the budget with a 2/3 vote.

h. Once the budget had been approved, it is forwarded to the Riverside City College District Office (herein referred to as the District) where it is incorporated into the District Budget for Chancellor and Trustee approval and herein referred to as the ASRCC Budget.

## **Section 6 – Budget Expenditures**

a. According to AP 5420, ASRCC funds must be expended from an approved ASRCC budget, and shall be disbursed by Accounting Services after signature approval from the appropriate parties as follows:

i. Club/Organization Advisor, Athletic Coach, or academic entity

ii. Club Treasurer/Representative

iii. ASRCC Executive Treasurer (or President in the absence of a Treasurer)

iv. Student Activities Coordinator

v. Dean of Student Life

If the disbursement is for a trust item, required signatures are: Club Treasurer/Representative, Club/Organization Advisor, and the Dean of Student Life.

b. The ASRCC Budget contains all funds allocated to the club, organization, team, or entity during the annual budget process and all contingency funding.

c. Allocated funds are to be used only for the items requested in their current fiscal year budget, according to the line item description, by the designated entity. Any changes to the line item amount or account use must be proposed, at least one week in advance of the ASRCC Senate meeting, and approved by the ASRCC Senate.

d. Any purchases that are made and were not approved in the budget line item must be paid out of the fundraised (trust) account.

e. If a line item was requested and not fully funded, or ran over budget, the remainder of the payment could be made out of the fundraised account (trust). The entity may also bring a proposal to ASRCC Senate for a reallocation of funds prior to any expenses being processed.

f. Spending from either fund (budgeted or trust) without the authorized signatures referenced above in Section A, is considered unauthorized spending. All spending must be done through the District financial system. ASRCC reserves the right to deny reimbursement if the spending is not authorized.

g. There is no reimbursement for any taxes paid for any purchases made in locations where RCC is tax exempt. It is the responsibility of the organizations to indicate their tax-exempt status before a transaction occurs.

h. It is the proper procedure to obtain approval for purchases prior to spending via a purchase order or cash advance, but certain circumstances do warrant emergency spending. If this is the case, the ASRCC Treasurer and Advisors will determine if the spending is warranted. If an organization has placed an order and then retroactively requested approval or reimbursement, the ASRCC Executive Treasurer and Advisors have the right to deny the use of ASRCC funding for the purchase and this would constitute unauthorized spending.

i. The current system does not allow any deficit spending with the budgeted fund beyond the amount allocated. If an organization overdraws their fundraised account, they will be notified by the ASRCC Executive Treasurer or Advisors and their accounts will be frozen until they meet with the Executive Treasurer to rectify the situation.

j. If any unauthorized spending occurs, both the entity and the person responsible for the spending could be held for a conduct violation.

## **Section 7 – Contingency Spending**

a. The ASRCC Contingency is an account used for unforeseen or unbudgeted expenditures, including funding new clubs, organizations, and programs.

b. The ASRCC Senate is responsible for the spending out of any ASRCC Contingency accounts.

c. To access the contingency funds, clubs, organizations, athletics, and ASRCC executive must submit a proposal to the Senate Finance Committee, who determines the necessity of the expense and the amount. The Senate Finance Committee then brings their recommendation to the Senate for approval.