



FINANCE

ASSOCIATED STUDENTS
GLENDALE COMMUNITY COLLEGE

ARTICLE I ANNUAL BUDGET

- Section 1 The annual ASGCC budget shall be prepared in the Spring semester for the following academic year.
- Section 2 The deadline to submit budget applications shall be determined by the Vice President of Finance during the first four weeks of the Spring semester.
- Section 3 A recommended annual budget shall be prepared with the assistance from the Dean of Student Affairs or designee.
- Section 4 The Vice President of Finance shall submit the final draft of the budget to the ASGCC Legislature for approval prior to the end of the Spring semester.
- Section 5 A majority vote of the Legislature is required to adopt the proposed annual budget.
- Section 6 The adopted budget shall comply with the California Education Code, GCC Board Policies, and administrative regulations.

ARTICLE II DEPOSITS OF FUNDS

- Section 1 All ASGCC funds shall be deposited in the ASGCC Business Office.

ARTICLE III WITHDRAWALS AND TRANSFERS OF FUNDS

- Section 1 Expenditures or transfers of \$200.00 or less shall be approved by the Vice President of Finance.
- Section 2 The Legislature may approve expenditures or transfers of \$200.00 or less if the Vice President of Finance denies the request.
- Section 3 Expenditures or transfers exceeding \$200.00 and expenditures not specified in the line-item descriptions to the budget, regardless of the

amount, shall be approved by the Legislature before the Vice President of Finance may sign the ASGCC fund requisition.

- Section 4 All withdrawal of funds or transfers require an official ASGCC fund requisition.
- Section 5 All ASGCC fund requisitions must be approved by the Vice President of Finance, the Dean of Student Affairs or designee, and the ASGCC Business Office Accounting Technician or designee prior to the withdrawal or transfer of funds.
- Section 6 In the absence of the Vice President of Finance, the Executive committee shall appoint an ASGCC officer to process and sign all requisitions until the return of the Vice President of Finance.
- Section 7 After the approval of the expenditure and the ASGCC fund requisition, purchase orders may be used to contract for merchandise and services. Purchase orders must be signed by the ASGCC Business Office Accounting Technician or designee.
- Section 8 The Finance Committee shall advise the Legislature regarding all financial matters and conduct all financial investigations.
- Section 9 Funding is not guaranteed for requests submitted after the proposed activity or expenditure is carried out.

ARTICLE IV CONTRACTS

- Section 1 A written contract shall be established for any rendered service requiring payment.
- Section 2 All contracts shall be approved by the Dean of Students Affairs or designee.

ARTICLE V ON-CAMPUS CLUBS FINANCES

- Section 1 On-campus clubs and organizations shall deposit their funds in the ASGCC Business Office. All withdrawals must bear the signature of an authorized student representative of the organization, Faculty Advisor, and the Dean of Students Affairs or designee.
- Section 2 The Finance Committee shall have the right to audit the financial records of any on-campus club or organization at any time.

ARTICLE VII- ALTERING BUDGETED ACCOUNTS

Section 1 The provisions of the current budget, as set up by a previous Legislature, may be altered by a majority vote of the Legislature.

Section 2 When a line-item budget account is divided into Fall and Spring accounts, all surplus funds from the Fall accounts will automatically be transferred to the corresponding Spring accounts.

ARTICLE VII VIOLATIONS

Section 1 Upon discovery or notification of alleged violations of the Finance Code, the Vice President of Finance will investigate the alleged violations in conjunction with the Finance Committee.

Section 2 The Finance Committee will make a recommendation to the ASGCC Legislature of action to be taken related to any account found to be in violation of the Finance Code. These actions include, but are not limited to, suspending an account, restitution, and other administrative or legal actions.

ARTICLE VIII- AMENDMENTS

Section 1 The Finance Code may be amended by a two-thirds vote of the Legislature.

Section 2 All recommendations for amendments to the Finance Code shall be presented to the Finance committee at least seven days prior to the recommendations being presented to the Legislature.

ARTICLE IX USE OF ASGCC FUNDS

Section 1 ASGCC funds may not be used for purchase of supplies and equipment, which do not benefit the students.

Section 2 ASGCC funds shall not be used for contributions to candidates for office in any local, state, or national elections.

Section 3 ASGCC funds for lobbying activity shall be used in accordance with all federal, state, and local laws.

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