



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

CHAPTER 6 – BUSINESS AND FINANCIAL SERVICES

AP 6250.1 Associated Students Budget

Office(s) of Primary Responsibility:

Dean of Student Affairs
Vice Presidents of Student Services
Vice Presidents of Administrative Services

A. Purpose/Scope

The purpose of this procedure is to implement certain provisions of Board Policy 6250 Budget Management. Associated Students (AS) budgets are prepared for a one-year period beginning July 1 and ending June 30. Both the general student council and each individual club need to develop a budget document with their annual goals, and a plan for achieving those goals, by deciding the following:

- Estimated Revenues
- Estimated Expenses
- Estimated ending balance/reserves

Individual budgets, prepared during the spring of the year, are designed to utilize the income for the coming year, to the benefit of students currently enrolled in the college.

B. Regulations

1. The constitution and bylaws of the AS shall contain rules and regulations for the management of student body funds.
2. Budget expenditures are authorized by the governing board of the student body. The approval of the budget by the governing board is considered sufficient authorization to make expenditures for the purposes for which the funds have been budgeted.
3. Expenditures not included in the budget must have the prior approval of the governing board of the student body.
4. Authorizations for expenditures expire at the end of the fiscal year except those for which funds are encumbered by outstanding purchase orders.

5. A budget committee shall be established. This committee is composed of students, faculty, and representation from the college administration.
6. All groups having funds deposited in the AS account shall be asked to prepare a budget.

C. Budget Development

1. AS budget development shall be completed to coincide with the District's budget development timelines.
2. The budget committee will disseminate budget request forms to all approved student activities/clubs.
3. Included in this form will be the budget and actual expenditures to date for the current year.
4. Student activities/clubs will complete this form with sufficient detail to give the budget committee a full understanding of the request.
5. The budget committee will examine all requests to ensure that the plans of various activities and clubs are coordinated and in harmony with each other.
6. The budget committee will review the estimates of income, expenses and will note excessive profits or losses. The budget committee may return the request for further consideration.
7. The budget committee will incorporate these requests into a total budget and forward to the Student Governing Board for approval.

D. Student Governing Board

1. Shall deliberate upon completed budget as presented by the budget committee.
2. Shall take action approving or disapproving budget and supporting documents.
3. Upon action the Student Governing Board shall disseminate the approved budget to the following:
 - a. Activities
 - b. Clubs
 - c. Dean of Student Affairs
 - d. AS Bookkeeper

E. The Dean of Student Affairs will forward the approved budget to the Vice President of Student Services who will, in turn, forward to the Vice President of Administrative Services.

F. Budget amounts shall be transferred to the accounting books where they become the initial entries and function as the mechanism of administering the AS budget.

G. Expenditures shall be limited to amounts specified in the budget.

Reference: BP 6250

Approved by Chancellor:

Date

Constance M. Carroll, Ph.D.

Reviewed by Cabinet on 9-22-09 and approved by concurrence.