



## SAN DIEGO COMMUNITY COLLEGE DISTRICT

### Administrative Procedure

#### CHAPTER 6 – BUSINESS AND FINANCIAL SERVICES

#### AP 6300.3 Student Emergency Loan Fund

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Office(s) of Primary Responsibility:

Dean of Student Affairs

A. Purpose/Scope

The purpose of this procedure is to implement certain provisions of Board Policy 6300 Fiscal Management. The district is committed to ensuring the proper use of its assets and resources and reducing the risk of loss or misuse of funds. The purpose of this procedure is to assure that the district's fiscal management is in accordance with the principles contained in Title 5, Section 58311, including:

- Adequate internal controls exist;
- Fiscal objectives, procedures, and constraints are communicated to the Board, management and staff; and
- Responsibility and accountability for fiscal management are clearly delineated.

This procedure outlines the proper use of the District's fiduciary funds as related to the awarding, repayment and reconciliation of emergency loans to students.

B. Establishment of Fund

New funds are to be Board approved by resolution. The identified fund custodian is responsible for identifying criteria for the awarding, repayment and reconciliation of the fund. The fund must be reconciled no less than once a month. Fund reconciliations are due to the Internal Auditor no later than the tenth of each month. Precaution must be taken to secure the fund in a safe, lock box or locking cabinet.

C. Issuing Loans

Upon approval of loan application, an approved Emergency Loan Fund Note must be completed. This form identifies:

- a. Student and Student ID;
- b. Loan Amount;

- c. Loan repayment terms; and
- d. Authorizing signature and student signature.

The original note is held with the fund until paid. The duplicate is filed with the loan application in an "open loan" file. The triplicate is given to the student.

D. Loan Repayment

Upon receipt of loan repayment the original and duplicate notes are marked PAID; the date of payment indicated; and person accepting payment. The duplicate is filed in a "closed loan" file and the original is given to the student. The repayment cash is returned to the safe, lock box or locking cabinet.

E. Fund Reimbursement due to lack of repayments

The fund custodian may choose to replenish the Emergency Loan Fund due to the lack of repayments. The fund custodian may submit a voucher for the sum total of emergency loans that fall beyond the dates of the loan repayment terms. This expense is posted to uncollectable loans. The associated originals and duplicates are marked UNCOLLECTABLE. The originals are attached to the reimbursement voucher. The duplicates are marked with the reimbursement voucher number and date and are then filed in an Uncollectable file. If the student makes a repayment subsequent to this transaction the uncollectable original note and duplicate are marked PAID. The original is given to the student. The duplicate is retained in a closed file. The repayment is abated against the uncollectable expense fund.

F. Uncollectable Loans

A restrictive hold on student grades, transcripts, diplomas, registration privileges or any combination thereof shall be placed on the student's record and only removed upon repayment.

Reference: BP 6300

Approved by Chancellor:

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Date

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Constance M. Carroll, Ph.D.

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