

LOS ANGELES COMMUNITY COLLEGES OFFICE OF THE CHANCELLOR ADMINISTRATIVE REGULATIONS	INDEX NUMBER: S-5
REFERENCE:	TOPIC: ASO Accounts
ISSUE DATE: June 3, 2010	INITIATED BY Educational Support Services Division
CHANGES: Replaces Administrative Regulations E-34, 41, 42, 43	DATES OF CHANGES:

1. ASO accounts are to be used exclusively for ASO funds. No funds, unrelated to ASO or ASO club activities, may be deposited in ASO Accounts.
2. CLUB ACCOUNTS
 - a. Club accounts may be established and credited with funds raised through:
 - (1) Dues, assessments, and donations from members.
 - (2) Income from events, provided there is approval by the CSSO or designee.
 - (3) Sale of club or merchandise.
 - (4) Loans or co-sponsorship agreements from the Associated Student Organization.
 - (5) All club accounts must be deposited with College Business Office.
 - b. Club collections and disbursements are handled through the College Business Office. All collections and expenditures shall be approved by the club advisor, club president, Chief Student Services Officer (CSSO) or designee and supported with collection receipts and invoices.
 - c. Any remaining balances in club accounts after a club has been inactive for two years revert to the Associated Student Organization Fund. The advisor of the club, the CSSO or designee, and the Chief Business Officer or designee must be informed of the impending closure of such accounts at least one month prior to such closure.

3. FUND RAISING CAMPAIGNS BY ASO CLUBS

- a. All fundraisers by ASO clubs must be voted upon in the affirmative by a majority of its members, in a club meeting, and indicated in their minutes. The club advisor and the club president must sign the minutes.
- b. Copy of the minutes and detailed plans of the fundraiser must be submitted to the Chief Business Officer or designee and the ASO Advisor for their approval in order for the event to take place. The detailed plans must include:
 - (1) The purpose of the fund raising campaign.
 - (2) Organizations that will participate.
 - (3) Organizations or individuals that will benefit.
 - (4) Method of distributing funds raised.
 - (5) Method of distributing funds raised.
- c. Adequate safeguards for all cash collections including checks must be included in the detailed plans.
- d. If tickets or items are sold for five dollars (\$5.00) or more, numbered receipts must be issued and delivered to the Chief Business Officer or designee.
- e. All fundraising activities must be for college-related functions or community or civic activities in conformity with the guidelines set forth in Administrative Regulations.
- f. Valid receipts along with Purchase Request forms must be presented in order to receive reimbursement for personal funds utilized in fundraising activities.
- g. All drives or events that include solicitation of contributions or memberships; the sale of merchandise; the collection of books, money or other items of value; or any other fundraising techniques or activities shall be governed by these regulations.
- h. All funds collected will be deposited with the Chief Business Officer or designee in the Business Office no later than the next working day. Deposits in private banks are prohibited.

4. ASO SCHOLARSHIP ACCOUNTS

- a. The ASO may raise and set aside funds for scholarships. ASO scholarship accounts are established only by transfer of Associated Students funds and/or by donations from individuals or groups within the Associated Students Organization.
- b. ASO scholarship accounts shall be established only with the prior written approval of the College President.
- c. ASO scholarship awards may be made only to paid members of the Associated Students Organization.

- d. ASO scholarship funds shall be used only for the purpose of assisting worthy eligible students as determined by the College President or his designee ASO governing body, to remain in the college. Scholarship awards shall be considered gifts that may be repaid at the will of the recipient.
- e. ASO scholarship accounts derived from Associated Students funds fall into three major classes:
 - (1) Scholarship Investments - Invested funds where interest alone is used for scholarship purposes.
 - (2) Scholarship Trusts - Funds placed in trust and the principal and interest used for scholarship purposes.
 - (3) Direct Budget Allocations - Which shall be limited to 2% of the total budget, and which shall not be made where scholarships exceed the allowable maximum.
- f. Interest earned by ASO scholarship shall be credited to the Associated Student Body Fund and not to the scholarship account.