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**Administrative Procedure**  
Chapter 5 – Student Services

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**AP 5420 ASSOCIATED STUDENTS ORGANIZATION FINANCE**

**References:**

Education Code Sections 76063-76065

Associated Student Funds are maintained in accordance with the following procedures:

- Associated Student Organization Fund books, financial records, and procedures are subject to annual audit.
- Reports of the annual audit of Associated Student Organization funds are submitted to the LBCC Board of Trustees.
- Audit information, except that containing personnel or other confidential information, shall be released to the Associated Students by the Vice President of Business Services.
- Associated Student funds shall be deposited with and disbursed by the District's Fiscal Services office (ASB Bank).
- The funds shall be deposited, loaned, or invested in:
  - Deposits in trust accounts of the centralized State Treasury System pursuant to Government Code Sections 16305 - 16305.7 or in a bank or banks whose accounts are insured by the Federal Deposit Insurance Corporation.
  - Investment certificates or withdrawable shares in federal or state credit unions, if the credit unions are doing business in this state and have their accounts insured by the National Credit Union Administration and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.

All funds shall be expended subject to such procedures as may be established by the Associated Students subject to the approval of each of the following three persons. Approval shall be obtained each time before any funds may be expended:

- the Superintendent-President or designee;

- the officer or employee of the District who is the designated advisor of the particular student body organization; and
- a representative of the student body organization.

Also see BP/AP 5400 Associated Student Organization, BP/AP 5410 Associated Student Organization Elections, and BP 5420 Associated Student Organization Finance.

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**Approved:** November 17, 2021