

COMMUNITY COLLEGE DISTRICT 16

**Associated Students
of
YAKIMA VALLEY COLLEGE**

FINANCIAL CODE

Printed – 1981
Revised – 1988
Revised – 1996
Revised – 1999
Revised – 2004
Revised – 2009
Revised June 6, 2018

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INTRODUCTION

There are hereby created special accounts to be called Student Activities and Intercollegiate Athletic Accounts, into which shall be placed services and activities fees and revenues received by Yakima Valley Community College in connection with the ordinary and usual student programs and activities of the College.

The Revised Code of Washington 28B.15.041 provides that the " services and activities fees shall be used as otherwise provided by law or by rule or regulation of the board of trustees...of each of the state's community colleges...for the express purpose of funding student activities and programs of their particular institution". It is, therefore, expressly recognized that RCW 28B.15.041 grants to Community College District 16 Board of Trustees the final authority to determine the permissible uses of the services and activities fees, consistent with the law.

The Student Activities and Intercollegiate Athletics Accounts shall be used exclusively to account for the resources and functions associated with the various student programs and activities provided by the College. Separate accounts shall be kept for each student program and activity.

All funds collected and expended in conjunction with the student programs and activities are subject to the applicable policies, regulations, and procedures of the District Board of Trustees, the State Board of Community College Education, and the Budget and Accounting Act, Chapter 43.88 RCW.

This Financial Code has been authorized by the College President for the governance of public funds allotted by the Board of Trustees to the Associated Students of Yakima Valley Community College. The Dean of Student Services is responsible to the College President of Yakima Valley Community College for the administration of the Financial Code.

Gratitude and recognition is given to Dr. Gene L. Curtis for his initial development of a model financial code for Washington Community Colleges.

Eleanor Heffernan
Dean of Student Services, District 16
January, 1996

ARTICLE 1 – PURPOSE

The purpose of this Financial Code is to carry out the provisions indicated in the preceding introduction. It is provided as a means of facilitating an appropriate sharing of responsibilities and decision-making opportunities among the officially recognized student governmental organizations and the College administration who are accountable for effective administration of student programs and activities.

ARTICLE 2 – DEFINITIONS

As used in this Financial Code the following words and phrases shall mean:

1. Activity Advisor means a full-time College staff person acting as advisor to a College club or organization.
2. ASYVC means Associated Students of Yakima Valley College.
3. ASYVC Senate means the representative governing body for students at YVC recognized by the District Board of Trustees.
4. Account Director means the Athletic Director or the Coordinator of Student Life.
5. Board means the Board of Trustees of Community College District 16, State of Washington.
6. Student Project Reserve means the account containing the remaining unencumbered cash balance of the student activities and intercollegiate athletics monies as of June 30.
7. College means Yakima Valley College located within Community College District 16, State of Washington.
8. College facilities means and includes any or all real and personal property owned or operated by the College and shall include all buildings and appurtenances affixed thereon or attached thereto.
9. College President means the duly appointed chief executive officer of Community College District 16, State of Washington, or in his/her absence, the acting chief executive officer.
10. Vice President for Administrative Services means the officer in charge of administrative services at YVC, Community College District 16, State of Washington, or in his/her absence, the acting officer in charge of administrative services, unless otherwise indicated.
11. Vice President for Instruction and Student Services means the officer in charge of academic services at YVC, Community College District 16, State of Washington, or In his/her absence, the acting officer in charge of academic services, unless otherwise indicated.
12. Dean of Student Services means the chief student services officer of YVC District 16, State of Washington, or in his/her absence, the acting chief student services officer unless otherwise indicated.
13. Coordinator of Student Life means that person whose responsibilities include the management of the Office of Student Life, Student Union Building, clubs, programs, and activities accounts.
14. Director of Athletics means that person whose responsibilities include the management of intercollegiate athletic accounts.
15. District means Community College District 16, State of Washington.
16. Fiscal Year means the calendar period from July 1 through June 30.
17. Legal Advisor means that person who serves as the appointed Assistant Attorney General for Community College District 16, State of Washington.
18. Services and Activities Fee means fees, other than general tuition and operating fees, charged to all students registering at YVC.
19. Athletics means programs of organized intercollegiate activities for either men or women.
20. State Board means the State Board for Community and Technical Colleges, State of Washington.
21. Student, unless otherwise qualified, means and includes any person who is registered for one or more classes at YVC.
22. Student Programs and Activities means functions recognized by the ASYVC Senate, formally authorized by the District Board of Trustees, and operated under regulations and procedures officially adopted by the Board of Trustees.

ARTICLE 3 – FUND MANAGEMENT

SECTION 3-1: OBJECTIVE

Coupled with providing a meaningful variety of healthful, educational, cultural and social learning experiences, the raising and expending of funds by the Associated Students of YVC (ASYVC) has one basic objective that is the legal promotion of the general welfare and morale of the students as a whole. To that end, services and activities fee expenditures which are devoted to political or economic philosophies shall result in the presentation of a spectrum of ideas.

SECTION 3-2: USE OF FUNDS

Monies in accounts under the jurisdiction of the ASYVC Senate are to be used as otherwise provided by law or rule or regulation of the board for the express purpose of funding student programs and activities of the College.

When authorized and approved in a manner consistent with this Financial Code, services and activities fee revenue may be used for, but shall not be limited to:

- B. Social events, seminars, workshops, retreats, and conferences; student governmental organizations, professional consulting fees, clubs and societies, musical, dramatic, artistic and forensic presentations of an extracurricular nature, student publications and other mass media activities, tutorial services, day care centers, intramural and intercollegiate sports.
- C. Equipment, supplies, and materials required for the operation of student programs and activities.
- D. Travel and per diem for students and professional staff members participating in student programs and activities. When ASYVC funds are being used for travel expenditures, travel is limited to the Northwest. If your club travels outside of Washington, Oregon, Idaho, eastern Montana, or western Canada, you must pay your own way or raise funds to pay for the travel.
- E. Dues for institutional membership in recognized student governmental or activities organizations; provided, that the legality of such expenditures is first established in consultation with the Legal advisor of the College.
- F. Salaries and compensation to students.

With the expressed prior approval of the State Board and, when required, approval of the appropriate legislative body, services and activities fee revenue may be used to acquire real property and fund capital projects and may be used as matching funds for such purposes.

Those in charge of a student program or activity may determine how monies are to be spent so long as the expenditure is not an improper expenditure of public funds or contrary to sound financial practice and within the policies and requirements of the College, District, and State statutes.

SECTION 3-3: LIMITATIONS

Regular salaries of professional employees in tenurable or administrative positions and permanent classified employees shall not be paid from services and activities fee revenue, unless approved by ASYVC Senate.

Services and activities fee revenues shall not be used to fund programs, personnel, facilities, equipment, and maintenance covered within the State Board allocation model.

Services and activities fee revenues shall not be used to fund activities which involve the promotion of non-secular beliefs.

SECTION 3-4: RECORDING AND REPORTING RESPONSIBILITY

It shall be the responsibility of the Vice President for Administrative Services, under the direction of the College President, to maintain proper recording of financial transactions of the ASYVC monies, and to provide periodic reports to the Vice President for Instruction and Student Services, Dean of Student Services, Account Directors, and other interested parties upon request.

SECTION 3-5: DEPOSITS AND EXPENDITURES

Funds collected or revenues produced by, or through YVC student programs or activities, or fee collections, shall be deposited with and expended through the office of the Vice President for Administrative Services.

The official records of monies for the ASYVC with its subsidiary units are maintained by the Vice President for Administrative Services.

Though the ASYVC Senate approves the goods and services for which expenditures shall be made, and from which expenditures shall be made, and from which income is to be derived, the procedures for the collection of all revenues and the expenditure of all resources shall be in compliance with the policies, regulations, and rules under which the Vice President for Administrative Services manages the various District funds.

The following points should be noted and closely observed by advisors and student groups:

- B. Monies collected as a result of any student program or activity must be turned in to the Cashier's Office at the end of the day. If the activity is at night, after the event, reconcile the cash box, leave all monies in the locked box, and give the key to the club/organization advisor. **The money must be stored with the Security Office. Do not take the money off campus!!!** The money must be deposited with the Cashier's Office the next working day.
- C. Funds are to be deposited with the Cashier's office as described. At this time a receipt will be issued indicating the date, account to which the monies are to be credited, and such information as will facilitate the accounting of the monies.
- D. No disbursements from any account are made except by checks prepared by the Vice President for Administrative Services. *The Revised Code of Washington 28B.50.320 states: "Disbursement shall be made by check signed by the president of the college or the president's designee appointed in writing, and such other person as may be designated by the board of trustees of the college district."*

ARTICLE 4 – SUBSIDIZED ACTIVITIES

SECTION 4-1: RECOGNITION AS A SUBSIDIZED ACTIVITY

Any student program or activity, the basic aim of which is to promote the objective of this Financial Code, may apply for and be recognized as a subsidized student program or activity upon a majority vote of the ASYVC Senate sitting in quorum, and with the approval of the Dean of Student Services.

The membership of a subsidized student program or activity must be composed of registered students at the College.

Student programs or activities recognized by the ASYVC Senate shall be considered an extension of the student government and will be expected to conduct their programs or activities in accordance with this *Financial Code*, the ASYVC Constitution, and the *Code of Student Rights and Responsibilities*.

SECTION 4-2: DEFINITION OF A SUBSIDIZED ACTIVITY

Athletic programs, student programs and activities are defined as:

- B. *Athletic Programs*: Programs of organized intercollegiate sports for either men or women. An intercollegiate or intramural sports activity may qualify for subsidy after having been approved by the Director of Athletics at YVC.
- C. *Chartered Student Organizations*: Any student organization possessing a currently valid charter granted under the provisions of the Code of Student Rights and Responsibilities may qualify for subsidy except when its purpose is in violation of State or Federal Laws.
- D. *Student Sponsored Activities*: Any healthful, educational, cultural, or social program sponsored by the Associated Students of the College may qualify for subsidy unless found to be in conflict with other provisions of this Financial Code, the Washington State Constitution, and Revised Code of Washington.
- E. *College Sponsored Programs*: Programs of the College having extracurricular aspects which may be of benefit to the entire student body.

ARTICLE 5 – CHARTERED STUDENT ORGANIZATIONS

SECTION 5-1: SUBSIDY JUSTIFICATION

Chartered student organizations may, under the provisions of *the Code of Student Rights and Responsibilities*, be organized to promote any legal purpose, whether it be educational, recreational, or social. Among the purposes of any chartered student organization is that of providing service to its members and/or the College.

The Code of Student Rights and Responsibilities further provides that membership in chartered student organizations must be open to all students except in cases in which there exists reasonable justification directly related to the purpose of the organization.

The fact that a chartered student organization provides a service to its members or the College in general may be justification for providing the organization with a financial subsidy.

SECTION 5-2: SUBSIDY PROCEDURES

Chartered student organizations wishing to apply for subsidization must do so in accordance with the provisions of *Article 4 Subsidized Activities, Section 1 Recognition as a Subsidized Activity* of this Financial Code.

Fund raising projects sponsored by subsidized and non-subsidized chartered student organizations are subject to the approval of (1) the organization's membership, and (2) the Coordinator of Student Life, and must follow the accounting procedures for fund management outlined in *Article 3, Fund Management*.

SECTION 5-3: SUBSIDY OPTION

It shall be the responsibility of the members of chartered student organizations to determine whether they desire the organization to be subsidized or non-subsidized. The members of a chartered student organization shall, at anytime, have the option of reversing its' subsidization status for the forthcoming fiscal year.

ARTICLE 6 – CLUBS

An activity, the aim of which is to promote a special interest, occupation, or field of study, is a club. Clubs that are approved by the ASYVC Senate may determine how their monies are to be spent so long as the expenditure is legal and within the policies and requirements of the College, District, and State statutes.

ARTICLE 7 – BUDGET

SECTION 7-1: SOURCE OF FUNDS

ASYVC funds are receipted from four sources: (1) services and activities fees which are paid at registration and (2) revenues from activities sponsored by the Associated Students, (3) contributions, and (4) investment income.

SECTION 7-2: REVENUE ESTIMATES

Estimates of the amount of income from services and activities fees into the funds of the ASYVC will be made by the Vice President for Administrative Services during the first ten (10) days of April of each year. Revenue estimates will be projected based upon the actual collections during that fiscal year.

SECTION 7-3: YEARLY BUDGET ALLOCATION

The yearly budget allocation is established by the Vice President for Administrative Services following consultation with the ASYVC Cabinet and the Vice President for Instruction and Student Services. Unless this established allocation is officially changed, it shall not be exceeded.

SECTION 7-4: BUDGET AMENDMENTS

Amendments within the established yearly budget allocation may be initiated by a majority vote of the ASYVC Senate, sitting in quorum. Budget amendments are accomplished by:

- A. Developing a rationale for the amendment request.
- B. Providing a detailed proposed budget amendment.
- C. Submission of the proposed budget amendment to the ASYVC Senate for approval.
- D. Approval of the Vice President for Instruction and Student Services and the Dean of Student Services.
- E. In the event of a dispute the College signatory shall publish a written response concerning the budget amendment recommended by the ASYVC Senate. The response shall outline the areas of difference between the Senate recommendation and the signatory's proposed recommendation. When necessary, the Vice President for Instruction and Student Services, the Dean of Student Services, the Coordinator of Student Life, and ASYVC Cabinet representatives shall meet in a good-faith effort to resolve the budget amendment differences.

F. Once approved, the budget amendment shall be forwarded to the College's Budget Manager for processing.

SECTION 7-5: CONTINGENCY ACCOUNT

Upon recommendation of the Dean of Student Services, up to ten percent of the total yearly budget level may be retained in a contingency account to assure program flexibility. Monies will be released from the contingency account to the designated account following a majority vote of the ASYVC Senate, sitting in quorum, voting in the affirmative, and upon approval of the Dean of Student Services and the Vice President for Instruction and Student Services. Upon dissolution of any chartered or uncharted student organization, all funds held in trust for that organization shall revert to the contingency account.

SECTION 7-6: SERVICES AND ACTIVITIES FEE BUDGET COMMITTEE

The Services and Activities Fee Budget Committee shall be composed of a representative of Performing Arts, the Director of Athletics, a rotating Club or Program Advisor, Coordinator of Student Life, Dean of Student Services, and six (6) students recommended by the ASYVC Senate. All committee appointments will be made by the College President.

The Services and Activities Fee Budget Committee shall elect from among its members a chairman. A recorder shall be appointed by the chairman. The Vice President for Administrative Services shall serve as consultant to the Committee.

The Services and Activities Fee Budget Committee is a recommending body only. The initial responsibilities for proposing program priorities, evaluating existing programs, proposing budget levels, and adjusting budget requests to the yearly budget allocation shall reside with the Committee. The Committee shall provide an opportunity for all viewpoints to be heard during its consideration of the funding of student programs and activities, notify advisors of their right to appeal, and subsequently hear their appeals.

The College Administration shall review and publish a written response concerning the budget recommendations prepared by the Service and Activities Fee Budget Committee and accepted by the ASYVC Senate. This response shall outline the areas of difference between the Committee recommendations and the Administration's proposed budget recommendations. In the event of a dispute, The Administration and S & A Fee Budget Committee will meet in a good faith effort to resolve difference in their budget proposals before final recommendations are submitted to the Board of Trustees.

The Services and Activities Fee Budget Committee when submitting it's budget recommendations to the Board of Trustees, shall also transmit a copy of any supporting documentation originally provided and a copy of the Administration's response to the Committee recommendation.

The Service and Activities Fee Budget Committee shall meet in regularly called sessions in accordance with the calendar and formal motions shall be duly recorded. Written notification of meetings shall be circulated to members of the Committee by the Committee Recorder at least one (1) day prior to the meeting.

All information pertaining to services and activities fees budget shall be made available to interested parties.

ARTICLE 8 – BUDGET CALENDAR

SECTION 8-1: CALENDAR

To facilitate the handling of budget requests in preparation of the budget, the following dates will be adhered to:

February 1-February 15:

Opportunities will be provided to all members of the College community to submit budget proposals through the appropriate Account Director to the Services and Activities Fee Budget Committee. Account Directors circulate budget request forms to the Activity Advisors and coaches within their accounts. Request forms should reflect the planned program for the activity in the next fiscal year.

February 15-March 1:

Activity Advisors/coaches submit the budget request for their activity to the appropriate Account Director. Account Directors prepare master budget requests. The ASYVC Senate recommends six (6) student representatives to serve on the Services and Activities Fee Budget Committee to the College President.

March 1-March 15:

Master budget requests are presented to the Dean of Student Services for discussion with the Account Directors. The College President appoints members of the Service and Activities Fee Budget Committee.

March 15-April 1:

The yearly budget allocation is established by the Vice President for Administrative Services. The budget allocation and master budget requests are submitted to the Services and Activities Fee Budget Committee via the Coordinator of Student Life for discussion and information. The Services and Activities Fee Budget Committee meets to review committee responsibilities and establish a meeting schedule.

April 1-April 15:

The Services and Activities Fee Budget Committee meets to adjust the budget requests to the yearly budget allocation.

April 15-May 1:

Activity Advisors/coaches are notified in writing by the Services and Activities Fee Budget Committee recorder of the status of their budget request and advised concerning their right of appeal. Following appeals, the ASYVC Senate reviews the preliminary budget.

May 1-May 15:

A budget hearing is held at a regular meeting of the ASYVC Senate. The budget as recommended by the Services and Activities Fee Budget Committee and accepted by the ASYVC Senate is submitted to the Vice President for Instruction and Student Services.

May 15-June 1:

The Vice President for Instruction and Student Services reviews and gives a written response to the Services and Activities Fee Budget Committee recommendations.

June 1-15:

The Dean of Student Services or designee presents the proposed budget recommendations to the Board of Trustees for final approval and adoption.

July 1-June 30:

The adopted budget is in effect for the fiscal year.

September 15-September 30:

Copies of the adopted budget are made available to interested parties. The Coordinator of Student Life circulates copies of the adopted budget to the ASYVC Senate, Activity Advisors/coaches for the activities, Account Directors, Dean of Student Services, Vice President for Instruction and Student Services and the College President.

SECTION 8-2: BUDGET APPROVAL

Recommendations for budget approval adoption shall be indicated by signatures of the ASYVC President and the Dean of Student Services. The Dean of Student Services will then, forward the recommended budget to the Vice President for Instruction and Student Services, who shall review the proposed budget with the College President in preparation for presentation and adoption by the Board of Trustees.

SECTION 8-3: DISPUTE RESOLUTION

Before adoption of the budget the Board of Trustees shall address the of differences, if any, between The Services and Activities Fee Budget Committee recommendations and the administration's budget recommendations presented for adoption by the Board. A student representative of the Services and Activities Fee Budget Committee shall be given the opportunity to reasonably address the Board of Trustees concerning any such differences.

Final adoption of the budget will rest with the Board of Trustees. Following Board adoption the college President's signature shall be affixed certifying that the budget is in effect.

A copy of the budgeted expenditures and budgeted revenues shall be forwarded to the Budget Officer for input to the Financial Information System.

ARTICLE 9 – RESPONSIBILITY FOR ACCOUNTS

Accounts shall be maintained to inform the ASYVC Senate of the state of ASYVC finances. The accounts under the jurisdiction of the ASYVC Senate are designated as Student Activities and Intercollegiate Athletics.

The general responsibility for the proper management of the accounts and the budgetary levels set for each account rests with the Account Director. All accounts shall be monitored on a monthly basis to ensure accounts are not over-spent at fiscal year end.

The Coordinator of Student Life shall exercise management of club, program and activity accounts. The Director of Athletics shall exercise management of the athletic accounts.

The Account Directors are responsible for proper fiscal procedures within their account. These procedures must be consistent with the procedures for purchases, inventories, and expenditures established by the Vice President for Administrative Services, Vice President for Instruction and Student Services, the Dean of Student Services, and this Financial Code.

ARTICLE 10 – STUDENT PROJECT RESERVE

SECTION 10-1: STUDENT PROJECT RESERVE

All remaining unspent and unencumbered Student Activities and Athletic Account monies shall, at fiscal year end, revert to the Student Project Reserve Account.

SECTION 10-2: STUDENT PROJECT RESERVE RELEASE PROCEDURES

Monies released from the Student Project Reserve are intended for, but not strictly limited to, capital purchases (furniture, equipment, etc.), acquisition of real property, and support of extraordinary, unbudgeted, and one-time programs.

The college shall maintain a minimum balance as an operating reserve. In September the Vice President for Administrative Services will provide the Vice President for Instruction and Student Services a projected balance that is available for release.

Release procedures of monies from the Student Project Reserve require the submission of a budget amendment request as outlined in *Article 7 Budget, Section 4 Budget Amendments*. Monies may then be released for expenditure by a majority vote of the ASYVC Senate, sitting in quorum, and upon approval of the Dean of Student Services, the Vice President for Instruction and Student Services and the College President.

The release of funds from the Project Reserve be reflected in a budget and their expenditure shall be consistent with *Article 11, Expenditure Procedures* of this Financial Code.

The Dean of Student Services will present the recommendation to the Board of Trustees for approval. A copy of the Board approval shall be forwarded to the College's Budget Manager for input to the financial management system.

SECTION 10-3: CARRY FORWARD FUNDS

Under special situations, when a student club/program earns funds in one fiscal year for an event or specific purpose that is to occur in the ensuing fiscal year, the earned revenue beyond their expenses from fund-raising activities may be requested for carry forward into the next fiscal year. The request to carry forward funds must be submitted to the Coordinator of Student Life by June of the current fiscal year for any funds requested to be carried forward to the ensuing fiscal year. The request shall then be forwarded to the Director of Accounting and Business Services for fiscal approval and then to the Dean of Student Services for final approval. The Director of Accounting and Business Services will provide copies of approvals to the Vice President for Administrative Services, the Vice President for Instruction and Student Services, and the Budget Manager.

ARTICLE 11 – EXPENDITURE PROCEDURES

SECTION 11-1: GENERAL

The procedures set forth in this Financial Code shall be followed in the expenditure of funds from the accounts under the jurisdiction of the ASYVC Senate. These procedures are designed to account for funds and to authorize expenditures within the accounts.

Though the ASYVC Senate approves the goods and services to be acquired or relinquished, the procedures for their acquisition, inventory, or disposal shall be in compliance with the policies, regulations, and rules under which the Vice President for Administrative Services manages the acquisition, inventory, and disposal of College property.

Expenditures and encumbrances shall be made from a budget (or budgets) only when officially approved and adopted in a manner consistent with Article 7. Article 7, Section 4, shall govern budget amendments.

A. *Purchase Requests*: Requests for purchases to be made from funds in clubs, programs, activities, and athletic accounts shall be initiated by the responsible Activity Advisor or coach as follows.

- 1) Requests for purchases shall be made on a Requisition form duly signed by the Activity Advisor or coach. This form is presented to the appropriate Account Director who may disapprove the request or

recommend approval to the Dean of Student Services.

- 2) Upon approval of the Dean of Student Services, the Account Director then forwards the Requisition form to the Purchasing Office for preparation of a Field Order.
 - 3) The individual responsible for the account acknowledges receipt of items requested by signing the Receiving Report-Accounting Copy 1 of the Field Order.
- B. *Reimbursement:* With prior approval under certain circumstances, a club may purchase items for cash and be reimbursed from the club account. These items must not cost more than \$50.00, plus tax, and reimbursement must be requested within 30 days of purchase. After you make a purchase in this category, you must have approval/signatures from the Club Advisor, and the Coordinator of Student Life. To get reimbursed, you will need the Request for Reimbursement Form, accompanied by the original itemized purchase receipt.
- C. *Advance Payment:* It may be necessary to request funds in advance of the services to be performed. Permission must be obtained from the Dean of Student Services, through the appropriate Account Director. Advance of funds are to be strictly controlled and are not intended to take the place of the regular ordering procedure in the purchase of supplies.

Advance payments are to be made only in the following cases: student group travel, dues, registration and entry fees, payment of game officials, etc., payment of rental of outside facilities if necessary, or as stipulated in contractual agreements. A request for advance travel funds is made on the YVC Travel Authorization form available on the YVC Forms Web site.

- D. *Reporting Expenses:* The Activity Advisor or coach is accountable for the proper disbursement of funds when advance payment has been made. Unexpended funds are to be returned to the Cashier immediately upon return of the group or team. The Activity Advisor or coach will submit a completed form A20-A (Travel Expense Voucher), to the Business office at the same time. (See Appendix C for transportation costs, meals, and lodging.)
- E. *Emergency Procedures:* Proper advance planning will make the necessity for emergency purchases a rarity. In cases of genuine emergency, the process may be expedited by contacting the appropriate Account Director for emergency verbal authorization for purchase. This procedure must be followed by the normal procedures outlined elsewhere in this section.

IN NO CASE IS PURCHASING TO BE INITIATED WITHOUT THE PRIOR APPROVAL OF AN ACCOUNT DIRECTOR. ACTIVITY ADVISORS, COACHES, AND STUDENTS WILL BE PERSONALLY LIABLE FOR EXPENDITURE COMMITMENTS MADE IN VIOLATION OF THIS PROCEDURE.

SECTION 11-2: TRAVEL

If ASYVC funds are to be used for authorized travel (see *Article 3-2 Use of Funds*) by members of a subsidized activity a Travel Authorization form must be submitted by the Activity Advisor or coach to the Dean of Student Services through the Student Life Office or the Director of Athletics.

Out of area travel will be authorized on a case-by-case basis upon approval by the College President and the Vice President for Instruction and Student Services.

State funds may be used for travel in accordance with YVC Travel Policies and Procedures only when a Travel Authorization form has been submitted by an Activity Advisor or coach through the appropriate Account Director to the Dean of Student Services and approval has been granted prior to travel.

ASYVC Funds may be used to pay travel expenses of specific members and advisors of the ASYVC who officially represent the ASYVC Sponsored activities. Individuals may utilize ASYVC funds for travel only when officially representing the ASYVC in an activity which is generally related to the entire student body.

- B. *Meals and Lodging:* Individual meals are reimbursed based on State travel per diem rates. Total daily rate of three (3) meals shall not exceed the total of State travel per diem rates. When there is a reimbursement requested for lodging, room rental receipts must be presented to the Student Life Office with a completed A20-A Travel Expense Voucher form.
- C. *Athletic Team Travel:* Includes all trips for YVC student-athletes that are pre-approved through the college's travel authorization process.

- 1) Meals, lodging, and expenses for team personnel (YVC student-athletes and coaches) will be factored using the rates listed on the Athletic Department's "Trip Calculation" form, which is attached to the travel authorization.
 - 2) Travel advances for per diem and lodging (for travel that includes students or athletes) is allowed at 100%.
- D. *Miscellaneous Travel Expenses:* Miscellaneous travel expenses essential to the transactions of official ASYVC business are reimbursable. Reimbursable expenses include but are not limited to:
- 1) Taxi fares, car rentals, parking fees, and ferry and bridge tolls.
 - 2) Registration fees required in connection with attendance at conventions, conference and official meetings.
- C. *ASYVC Vehicles:* To provide for maintenance, repair, and replacement of ASYVC vehicles there shall be an account entitled the Transportation Fund. All organization, activities, and personnel using these vehicles will be charged rates in accordance with YVC Van regulations. Income to the Transportation Fund will be transferred by the Business office upon receipt of the trip and mileage report from the Student Life Office. To insure accurate fiscal accounting, it is essential that all gasoline and oil purchases be made via the use of a College Credit Card. This card, vehicle keys, Daily Driving Report and Check off list, and Vehicle Use Procedures, are available from the Student Life Office, and should be requested well in advance of anticipated departure date utilizing Travel Authorization (TA) form.
- D. *State Vehicles:* The use of other state vehicles shall be in accordance with appropriate rules and policies and cost schedules.
- E. *Authorized Vehicle Operators:* The following personnel, while serving in an official capacity as an agent of the College, are authorized to drive ASYVC, rental, or state-owned vehicles:
- (1) Staff members or other state employees possessing a valid Washington State Driver's license who:
 - (a) have (5) years licensed driving experience
 - (b) have completed the YVC Van Driver Safety Awareness Session
 - (2) Students possessing a valid Washington State Driver's license who:
 - (a) have five years of licensed driving experience
 - (b) have completed the YVC Van Driver Safety Awareness Session and
 - (c) are recommended, in writing, by the appropriate College Administrator/Advisor
 - (d) are accompanied by a YVC staff member
 - (e) are approved by the Dean of Student Services
- F. *Private Vehicles:* The use of private vehicles is reimbursable at the rate established by State regulations and YVC travel policies. Travel Authorization form must be submitted. Reimbursement for use of a private vehicle will be made upon completion and submission of a Travel Expense Voucher, A20-A.
- G. *Rental Vehicles:* Those organizations, activities or personnel utilizing rental vehicles will be required to pay the full amount of the rental charge and all expenses incurred in the use of the vehicles.
- H. *Vehicle Damage or Deficiency:* Damage to College-owned vehicles or deficiencies noted should be immediately reported in writing to the Office of Student life, Dean of Student Services and Vice President for Administrative Services.
- I. *Air travel:* Must be in accordance with YVC Travel Policies and Procedures.

ARTICLE 12 – ADMISSION TO EVENTS

SECTION 12-1: ISSUANCE OF ASYVC IDENTIFICATION CARDS

ASYVC Identification Cards are issued to students enrolled at the College following payment of tuition and fees.

SECTION 12-2: USE OF ASYVC IDENTIFICATION CARDS

ASYVC Identification Cards entitle the authorized holder to sports and activity contests, events, and publications of the ASYVC in most cases without charge or at specified reduced prices. The same privilege will apply to the students' guest or spouse except when prohibited by contractual agreement or other conditional proviso. The picture ID cards are issued to new students each quarter and are not transferable. Cards which are loaned to another person will be forfeited.

SECTION 12-3: FACULTY/STAFF

Upon request to the Vice President for Instruction and Student Services, faculty/staff members may receive an ASYVC Complimentary Pass, validated for the entire year, which admits the faculty/staff member and guest to all ASYVC sponsored activities at the same rate as students except when prohibited by contractual agreement or other conditional proviso(s).

SECTION 12-4: ADMISSION PRICES

Admission prices shall be set within policies established by the ASYVC Senate and approved by the Dean of Student Services.

Budgeted revenue collected as a result of a student program may be used to support the program. The following events are currently supported in part from gate receipts collected through admission charges: club, dances, drama, film series, speakers, and performing artists, and certain athletic events.

In consonance with RCW 28B.10.703 and 28B.10.704 gate receipts and revenues derived from athletic events and the performing arts are made available for student financial assistance (scholarship) in return for participation in the varsity intercollegiate sports program and curriculum-related activities relating to the performing arts of the College.

SECTION 12-5: TICKET SALES

Tickets for ASYVC events may be placed on sale in appropriate campus areas designated by the Student Life Office or Director of Athletics provided the sale has been approved by the Dean of Student Services or designated representative.

ARTICLE 13 – CONTRACTS

SECTION 13-1: RESPONSIBILITY

Prior approval for contractual agreement pertaining to sports program, chartered student organizations, student sponsored programs and activities must be obtained from the Dean of Student Services. The responsibility for finalizing contractual agreements rests with the Dean of Student Services and the Vice President for Instruction and Student Services.

SECTION 13-2: INVALID CONTRACTS

Written contracts pertaining to athletics, chartered student organizations, and student sponsored programs and activities made without prior approval and not finalized by the Dean of Student Services are invalid. Responsibility for payment of invalid contracts rest with the Advisor or coach and members of the contracting group and may not be paid from public funds.

SECTION 13-3: COLLEGE FACILITIES

Charges will be made to organizations, activities, and administrative accounts for labor and supply expenditures incurred while using College facilities through the use of Requisition forms and Time Sheets. Non college sponsored activities conducting fund raising activities in the College facilities will normally be charged in accordance with the Yakima Valley Community College District 16 Facility Use Policy and Procedures. This charge schedule is available from the Vice President for Administrative Services.

SECTION 13-4: SPEAKERS AND ENTERTAINERS

The payment of services rendered by speakers from ASYVC funds must follow the procedures set forth in *Article 11 Expenditure Procedures*, and *Article 13 Contracts, Section 1 Responsibility*. If payment is to be made at the time of the speech or performance, the Business office must receive a completed Invoice Voucher from the appropriate Account Director (Student Programs or Athletics's) four (4) days prior to the event.

Checks will be prepared and may be obtained from the Business office prior to 3 p.m. on the day of the event. In case of weekend events, the Business office must receive the appropriate document, with signatures, at least four (4) days in advance. Checks may be obtained from the Business office prior to 3 p.m. on Friday.

SECTION 13-5: SPECIAL EVENTS AND PROJECTS SUPPORT

The ASYVC Senate, with approval of the Dean of Student Services, may request or authorize the members of an activity to perform a special service by sponsoring an extraordinary, non-budgeted event or project. The ASYVC Senate will pledge its account in supporting the activity and will determine the level of support which will be granted.

ARTICLE 14 – RECOGNITION AND AWARDS

SECTION 14-1: AWARDS

ASYVC funds may be used to buy or make awards to any individual or group when approved by the Dean of Student Services. Special recognition awards may be given for special services or special recognition. The number of awards given is to be established by the ASYVC Senate. At least two weeks prior to the awards ceremony the organization or activity desiring to present a special recognition award must make a formal request to the ASYVC Senate for approval.

SECTION 14-2: RECOGNITION DINNERS

The ASYVC recognizes only three special recognition dinners which are held annually. Those currently recognized are the Scholarship Banquet, Sports Awards Banquet, and the ASYVC Awards Banquet. The ASYVC Senate may approve other recognition events upon proper application.

SECTION 14-3: AWARDS SYSTEM

The awards system shall be the responsibility of the ASYVC Senate. Awards are for the purpose of properly recognizing outstanding service to and for the ASYVC.

- B. Awards made to students who participate in varsity intercollegiate athletics may be made following appropriate recommendation and approval. Recommendations will be made by the Head Coach of each varsity sport and forwarded to the Director of Athletics for approval. Awards made to students who participated in intramural sports at YVC may be made following appropriate recommendations and approval. Recommendations will be made by the intramural Coordinator and forwarded to the Student Life Office for approval.
- C. Awards made to students who participate in the activity and student government program may be made following appropriate recommendation and approval. Awards to students involved in activities shall be recommended by the appropriate Activity Advisor and approved by the ASYVC Senate. The style and type of award for students involved in student government shall be approved by the Student Life Office.

ARTICLE 15 – OPERATIONAL DIRECTIVES

The ASYVC Senate recognizes that emergency situations arise which are not covered by the Financial Code. The ASYVC Senate authorizes the Dean of Student Services to issue operational directives in their name in order to protect the integrity of the ASYVC. The directives will be in the best interest of the ASYVC. Operational directives will be reviewed by the ASYVC Senate at a regularly scheduled meeting.

ARTICLE 16 – VACATION OPERATIONS

The ASYVC Senate authorizes the Dean of Student Services or designated representative to operate the budget in the best interest of the Associated Students during vacation periods. Such operations shall be within the policies set forth in this Financial Code.

ARTICLE 17 – CODE LIMITATIONS

Any of the articles, sections, and parts of this Financial Code shall be decreed inoperable and void if the article, section, or part is contrary to State statutes or College rules or regulations. Inoperable and voided articles, sections, or parts may be changed to bring this Financial Code into consonance with State statutes or College rules or regulations.

ARTICLE 18 – VIOLATIONS

Violations of the provisions of this Financial Code by a chartered or non-chartered Student Organization shall be cause for revoking the organization's charter and/or revoking funding of a chartered or non-charted student organization.

ARTICLE 19 – AMENDMENT PROCEDURES

This Financial Code may be amended at any regular meeting of the ASYVC Senate by a two-thirds vote, provided that the amendment has been submitted in writing at the previous meeting.

Proposed amendments to this Financial Code may then be submitted for consideration to the Dean of Student Services, the Vice President for Instruction and Student Services, and the College President. Amendments approved by the College President shall be returned to the Dean of Student Services for insertion into the Financial Code.

ARTICLE 20 – 1999 AMENDMENTS

SECTION 20-1: S & A BUDGET FOR GRANDVIEW CAMPUS STUDENT COUNCIL

The 1998-99 ASYVC decision that S & A Fees generated in Grandview would remain at the Grandview Campus utilizes the following three-step Formula.

Step 1 – Calculate the percentage of S & A fee-paying students at Grandview Campus using Spring, Fall and Winter (of previous year) to coincide with the S&A budget process.

Step 2 – Calculate the initial S & A funds generated in Grandview, multiply by the projected S & A budget amount to obtain the percentage of funds that should remain at the Grandview Campus.

Step 3 – Calculate the percentage of Grandview Campus funds returning to Yakima. Since Grandview students support campus wide programs the percentage of S & A budget dollars allocated to Athletics and Fine Arts categories during the previous years are multiplied by the Grandview dollar amount from Step 2 above to calculate how much money returns to Yakima Campus.

SECTION 20-2: ASB RESERVE ACCOUNT ACCESSED FOR ATHLETIC TRAVEL

In the event that YVC Athletic teams require funding to travel to regional or national playoff games in which they are participating, this account may be accessed with the approval of the Dean of Student Services to provide travel funds for athletes, coaches and staff necessary for the team's participation.

SECTION 20-3: FUNDING OF PROGRAMS BY PERCENTAGE

The Grandview Campus formula for funding by percentage may also be extended to the other programs at the discretion of the Service and Activities Fee Budget Committee and related approval as outlined in the Financial Code. A percentage allocation system based on the previous year's could be implemented in all categories including General Activities, Clubs, Fine Arts, Ethnic Programs, Administrative and Athletics.

GUIDELINES FOR ADMINISTRATION OF SERVICES AND ACTIVITIES FEES IN COMMUNITY COLLEGE DISTRICT 16

The following guidelines governing the establishment and funding of programs supported by services and activities fees are provided as a means of facilitating an appropriate sharing of responsibilities and decision-making opportunities among the officially recognized student governmental organizations and the College administration who are accountable for effective administration of all college functions.

It is the intent of these guidelines that services and activities fee expenditures devoted to political or economic philosophies shall result in the presentation of a spectrum of ideas.

1. Initial responsibility for proposing program priorities and budget levels shall reside with a service and activities fee budget committee, on which students shall hold a majority of the voting membership, such students members to be recommended by the student government association.
2. The services and activities fee budget committee shall provide an opportunity for all viewpoints to be heard during its consideration of the funding of student programs and activities.
3. The services and activities fee budget committee shall evaluate existing and proposed programs and submit recommendations for the expenditures of those services and activities fees through the official student organization to the College administration.
4. The College administration shall review and publish a written response to the services and activities fee budget committee recommendations. This response shall outline areas of difference between the committee recommendations and the administration's proposed budget recommendations.
5. The College administration, at the time it submits its proposed budget recommendations to the governing board, shall also transmit a copy of the services and activities fee budget committee recommendations along with any supporting documentation originally provided by the committee and a copy of the administration's response to the committee recommendations.
6. Before adoption of the final budget, the Board of Trustees shall address areas of difference, if any, between the committee recommendation and the administration's budget recommendations presented for adoption by the board.
7. A student representative of the services and activities fee budget committee shall be given the opportunity to reasonably address the Board of Trustees concerning any such differences.
8. Services and activities fees and revenues generated by program and activities funded by such fees shall be deposited and expended through the Business Office.
9. Services and activities fees and revenues generated by program and activities funded by such fees shall be subject to the applicable policies, regulations, and procedures of the institution and the Budget and Accounting Act, Chapter 43.88 RCW.
10. All information pertaining to the services and activities fee budgets shall be made available to interested parties.

The College President is hereby delegated the authority to approve a Financial Code for the governance of public funds allotted by the Board of Trustees to the Associated Students of Yakima Valley College. In consonance with these guidelines this Financial Code shall set forth implementing procedures for budgeting and expending services and activities fee revenue.

Adopted by District 16
Board of Trustees
June 3, 1981