## **ADMINISTRATIVE PROCEDURE** 5420: Associated Student Government Finance

Associated Student Government funds are maintained in accordance with the following procedures:

- A. Associated Student Government fund books, financial records, and procedures are subject to annual audit.
- B. Reports of the annual audit of Associated Student Government funds are available on the district's website.
- C. Audit information, except that containing personnel or other confidential information, shall be shared with the Associated Student Government by the Advisor(s) of the Associated Student Government.
- D. Associated Student Government funds shall be deposited with and disbursed by Fiscal Services.

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

- A. The Advisor to the Associated Student Government (or designee).
- B. The Director of Finance or President of the Associated Student Government (or designee).