The Victor Valley College Associated Student Body Financial Code has been established to define policies and procedures for the approval and expenditure of funds under the control of the Victor Valley College (VVC) Associated Student Body Council (ASB Council) and to ensure that all financial transactions are made in the best interests of the student body and in accordance with Victor Valley Community College District and State of California regulations.

Article I. Budget Committee Shall:
1. Consist of the following individuals:
   a. ASB Treasurer will serve as Chair
   b. Two additional ASB Members
   c. At least one student at large
2. Meet at least once a month to discuss business related to the ASB Budget and make recommendations to the ASB Council if/when needed.
3. Develop and prepare a zero based annual budget to be adopted by the ASB Council for the following year no later than May 31st.
   a. Annual Budget requests must be turned in to the ASB Treasurer’s box no later than March 15th of each year.
   b. Recommendations shall be submitted in writing by the Budget Committee to the Council no later than April 15th.

Article II. VVC ASB Cards
1. All Students attending VVC are encouraged to purchase the ASB Card.
2. VVC ASB cardholders are entitled to all rights and privileges of membership as determined by the Council which may include:
   a. Running for ASB Council Officer positions
   b. Community Discounts
   c. Bookstore Discounts
   d. Athletic Event Discounts
   e. Performing Arts Center Discounts
   f. ASB Book Vouchers
   g. ASB Scholarships
3. The cost of becoming an ASB Cardholder shall be as follows:
   a. Winter/Summer Sessions - $5
   b. Fall/Spring Semesters - $10
   c. Replacement cards at any time shall be $5
4. Refund Policy
a. A student may receive a refund if the ASB Card Waiver form is completed and submitted to the Auxiliary Services Accounting office within two weeks of the start of any semester/session.

5. Any individual who wishes to utilize funds from the ASB Council must provide verification of the purchase of an ASB Card in which the monies are requested and/or to be spent.

Article III. Budgetary Controls
1. All budgeted monies must be used for the purpose for which they were budgeted unless changes are approved by vote of the ASB Council.
2. Requests for monies in excess of budgeted money must be made through and approved by the ASB Council.
3. All budgeted monies granted by ASB, not used as described by the requestor will be re-deposited into the ASB general account.

Article IV. Purchase Orders
1. Purchase order requests must be itemized and completely filled out.
2. All requests for money must have approval documentation:
   a. A copy of approved ASB Minutes outlining approval
3. All purchase orders must have attached at least one of the following:
   a. Quote from vendor
   b. Receipt from vendor
   c. Invoice from vendor
4. An ASB Budget Request Form must be turned in to the ASB Treasurer’s box at least seven working days before it is to be presented to the ASB Council for approval.
5. All purchase order requests must be checked against the current ASB budget by the ASB Treasurer.
6. All purchase order requests complying with the existing budget/financial code guidelines, must be signed by the ASB Treasurer, ASB Advisor, Requestor and the staff accountant.

Article V. Checks
1. Checks may be issued if all following procedures have been completed:
   a. Funds must be approved by at least a majority vote of the Associated Student Body Council.
   b. No disbursement of ASB funds, either by check or other method, will be cut without being approved by the ASB Council.
   c. A completed purchase order with all required documentation and signatures is provided.
   d. All authorized advance funds must be accounted for with proper receipts within five working days after the completion of the event.
Article VI. Petty Cash/Change Fund
1. A change fund between Fifty ($50.00) and Two hundred and fifty ($250.00) dollars will be made available to clubs and organizations sponsoring activities.
2. Cash box requests must be made no less than five days prior to the activity to the ASB Treasurer and/or the ASB Staff Accountant.
3. Cash boxes must be returned no later than 24 hours from the time the activity ended.
4. All monies raised/received must be deposited with the ASB Accountant within 24 hours of the end of the event. This may be extended to 48 hours if the event occurs during a weekend.

Article VII. Travel Expenditures
1. Funds expended for meals (per diem) shall be in accordance with Victor Valley Community College District policies to include:
   a. $10 for Breakfast
   b. $10 for Lunch
   c. $15 for Dinner
2. Per Diem
   a. Per Diem (per day) travel allowance shall not exceed $35 per day.
   b. Luggage fees may be allowed but not to exceed $50 per round trip if traveling via air.
3. Transportation
   a. Travel arrangements will be made through the Auxiliary Services office with the direction of the ASB Advisor.
   b. All students traveling for any event shall follow the policies and procedures outlined by the Victor Valley Community College District which may include:
      i. Transportation Waiver for Adults and/or Minors
      ii. Non-District Transportation Waiver for Adults and/or Minors
      iii. Field Trip Excursion Request Form
      iv. Field Trip Medical Waiver for Adults and/or Minors
   c. Mileage reimbursement shall be the same as that of the Victor Valley Community College District.
4. Lodging/Housing
   a. The actual cost of lodging will be incurred by the ASB Council.
   b. Arrangements will be made through the Auxiliary Services office with the direction of the ASB Advisor.
5. Conference and Other Fees
a. Any other cost incurred by any council member during travel related to the business of the ASB may be reimbursed by approval of the ASB Council.

Article VIII. ASB Club Funds
1. A newly chartered club or organization will be granted a one time amount of $100.00 to aid in meeting the expenses of organizing and maintaining the organization.
2. A club or organization seeking to re-charter will be granted an amount of $50.00 to encourage participation and continuity of student involvement.
3. All club or organization monies approved by the ASB Council will be kept in an ASB bank fund account until used.
4. If a club becomes inactive for more than two semesters, those funds will be refunded to the ASB Council and the club account dissolved.
5. All clubs and organizations will keep documentation of monies used and provide financial reports to the ASB Treasurer/representative and the Inter Club Council Senator.

Article IX. Contracts
1. No member of the ASB Council may negotiate or enter into any contract without the prior consent of the ASB Advisor.

Article X. Procedures for viewing ASB financial reports
1. Any person requesting to examine ASB financial records must make their request at a regular ASB meeting.
2. After a request is received at a regular ASB meeting, the ASB Treasurer will make arrangements for the viewing of the ASB financial records with the ASB Accountant and/or ASB Advisor.

Article XI. Amendments
1. Any article of this financial code can be waived by a 3/4 vote of the ASB Council.
2. The financial code may be amended and approved by a 2/3 vote of the ASB Council.

Article XII. Audits
1. The ASB council reserves the right to retain their own financial auditor to audit all ASB accounts. This audit would not be a substitute for the District’s certified annual audit.

Article XIII. This Financial Code has been approved and adopted by a 2/3 vote of the Associated Student Body Council on August 19, 2013.