



# **Associated Students Organization & College Clubs Fiscal Management**

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# Overview

## Fiscal Management

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# Budget

## What is a Budget?

- Budget is a future projection of incoming revenues and outgoing expenses for the fiscal year.

## Why is Budget necessary?

- Higher level reporting
- Having a budget allows for the comparison of revenues and expenses at any given time
- It helps with determining variances if expenses or revenues are over or under the projected amounts.
- This will allow for discussions on expense reduction if revenues are short or justify purchasing when revenues are sufficient to cover them.





# Budget vs Actual 14-15

ACCOUNT BALANCES AS OF 6-30-15					
ACCOUNT NAME	BUDGET	ADJSTMNTS Dr.Cr.	ADJUSTED BUDGET	EXPENSES	BALANCE
<b>CAT. 1 CAMPUS CENTER</b>					
1.1 Labor PT Employee			0.00		0.00
1.2 Supplies	450.00		450.00		450.00
1.3 Maintenance & Ait.	2,000.00	(1,000.00)	1,000.00	(382.26)	617.74
1.4 Telephone			0.00		0.00
1.5 Equipment			0.00		0.00
1.6 Center Hospitality			0.00		0.00
1.7 Television	1,500.00	(345.30)	1,154.70	(1,154.70)	0.00
<b>CAT. 2 COUNCIL OPERATIONS</b>					
2.1 President's Hospitality	500.00		500.00	(289.08)	210.92
2.2 Supplies	500.00	1,000.00	1,500.00	(1,069.81)	430.19
2.3 Evening Programs			0.00		0.00
2.4 Conferences/Seminars	1,000.00		1,000.00	(800.00)	200.00
2.5 Gasoline	200.00		200.00		200.00
2.8 Stipend	5,000.00	4,595.30	9,595.30	(7,000.00)	2,595.30
<b>CAT. 3 BUSINESS OFFICE</b>					
3.1 Equipment			0.00		0.00
3.2 Supplies	750.00	420.00	1,170.00	(1,437.74)	(267.74)
3.3 Maintenance	550.00	(420.00)	130.00		130.00
<b>CAT. 4 MARKETING</b>					
4.1 ASO Stickers	1,500.00		1,500.00	(1,642.13)	(142.13)
4.2 Printing & Supplies	500.00		500.00	(330.60)	169.40
4.3 Newsletter	500.00		500.00	(528.74)	(28.74)
4.4 Promotional Supplies	1,000.00		1,000.00	(523.44)	476.56
<b>CAT. 5 ACTIVITY/FUNCTIONS</b>					
5.1 Contracts-Miscellaneous			0.00		0.00
5.2 Equipment Rentals			0.00		0.00
5.3 Fund-Raiser			0.00		0.00
5.4 Health Fair	500.00		500.00	(383.35)	116.65
5.5 Discounted Movie Tickets	1,500.00	2,000.00	3,500.00	(2,425.95)	1,074.05
5.6 Retreat			0.00		0.00
<b>CAT. 6 CAMPUS/COMMUNITY EVENTS</b>					
6.1 Campus/Community Events	7,000.00	(5,000.00)	2,000.00	(1,884.96)	115.04
6.2 Multi-Cultural Fair	1,000.00	(1,000.00)	0.00		0.00
<b>CAT. 7 RECEPTIONS</b>					
7.1 Commencement	1,500.00		1,500.00	(1,501.75)	(1.75)
7.2 Honor's Tea			0.00		0.00
<b>CAT. 8 AWARDS</b>					
8.1 Scholarship Reception			0.00		0.00
8.2 Awards	500.00		500.00	(500.00)	0.00
<b>CAT. 9 EXTRA MURAL PROG.</b>					
9.1 Inter-Club Council	0.00		0.00		0.00
<b>CAT. 10 CONTINGENCY</b>					
10.1 Contingency	250.00	(250.00)	0.00		0.00
<b>CAT. 11 LIABILITY INSURANCE</b>					
11.1 Liability Insurance			0.00		0.00
12.1 Bad Debt Expense					0.00
<b>T O T A L</b>	<b>28,200.00</b>	<b>0.00</b>	<b>28,200.00</b>	<b>(21,854.51)</b>	<b>6,345.49</b>



# Submitted Budget 15-16

ACCOUNT BALANCES AS OF 9-30-15			
ACCOUNT NAME	BUDGET	ADJTMNTS Dr.Cr.	ADJUSTED BUDGET
<b>CAT.1 CAMPUS CENTER</b>			
1.1 Labor PT Employee			0.00
1.2 Supplies	500.00		500.00
1.3 Maintenance & Alt.	2,000.00		2,000.00
1.4 Telephone			0.00
1.5 Equipment			0.00
1.6 Center Hospitality			0.00
1.7 Television	2,000.00		2,000.00
<b>CAT. 2 COUNCIL OPERATIONS</b>			
2.1 President's Hospitality	1,000.00		1,000.00
2.2 Supplies	1,500.00		1,500.00
2.3 Evening Programs	400.00		400.00
2.4 Conferences/Seminars	1,500.00		1,500.00
2.5 Gasoline	200.00		200.00
2.8 Stipend	6,000.00		6,000.00
<b>CAT. 3 BUSINESS OFFICE</b>			
3.1 Equipment			0.00
3.2 Supplies	1,500.00		1,500.00
3.3 Maintenance	550.00		550.00
<b>CAT. 4 MARKETING</b>			
4.1 ASO Stickers	2,000.00		2,000.00
4.2 Printing & Supplies	500.00		500.00
4.3 Newsletter	500.00		500.00
4.4 Promotional Supplies	1,250.00		1,250.00
<b>CAT. 5 ACTIVITY/FUNCTIONS</b>			
5.1 Contracts-Miscellaneous			0.00
5.2 Equipment Rentals			0.00
5.3 Fund-Raiser			0.00
5.4 Health Fair	600.00		600.00
5.5 Discounted Movie Tickets	5,000.00		5,000.00
5.6 Retreat	4,000.00		4,000.00
<b>CAT. 6 CAMPUS/COMMUNITY EVENTS</b>			
6.1 Campus/Community Events	5,000.00		5,000.00
6.2 Multi-Cultural Fair	1,000.00		1,000.00
<b>CAT. 7 RECEPTIONS</b>			
7.1 Commencement	1,500.00		1,500.00
7.2 Honor's Tea	500.00		500.00
<b>CAT. 8 AWARDS</b>			
8.1 Scholarship Reception			0.00
8.2 Awards	1,500.00		1,500.00
<b>CAT. 9 EXTRA MURAL PROG.</b>			
9.1 Inter-Club Council	2,000.00		2,000.00
<b>CAT. 10 CONTINGENCY</b>			
10.1 Contingency			0.00
<b>CAT. 11 LIABILITY INSURANCE</b>			
11.1 Liability Insurance			0.00
12.1 Bad Debt Expense			
<b>T O T A L</b>	<b>42,500.00</b>	<b>0.00</b>	<b>42,500.00</b>



# Budget Development

- During first week of April - VP for Admin (or designee – CFA) provides ASO the expected revenues for the year
- No later than third week of May – ASO prepares, approves and submits to governing body for approval
- On or before June 30 – ASO submits to College President for approval

**NOTE: Check LACCD Admin Regulation S-4 for more guidance**





# ASO Revenue/Income

## Sources of Revenue/Income:

- Membership Fees
- Representation Fees
- Other Fundraising income

## Cash Receipts – LACCD Protocol/Regulatory Guidelines:

- All ASO and club collections (cash, checks or money order) should be brought to the business office and deposits must be made within 24 hours of receipt.

## Deposit Process:

When depositing revenue, the following must be provided to properly record:

- ASO Deposit Form (ASO Revenue Account Number or Club Account Number, amount to be deposited)
- Business office staff counts deposited money to verify and ensure the total is correct
- Business office staff issues cash register receipt.



# ASO Income – Fundraising Events

- All fundraisers by ASO Clubs must be voted by majority of its members and indicated in the minutes of meeting
- Copy of minutes and detailed plan of fundraiser must be submitted to the VP for Admin Services (or designee – CFA) and the ASO Advisor for approval
- Adequate control on cash collections must be established; numbered receipts must be issued





# ASO Disbursements

What triggers a Check Request:

- Purchase of Goods and Services
- Reimbursement of Expenses
  - Travel Expenses(Transportation, Meals, Lodging)
  - Purchase of goods and services
  - Event Expenses
- Advance for Travel Expenses
  - Travel Expenses
    - Transportation
    - Meals
- Clubs or Event sponsorship



# Check Request Requirements

Check Requests are initiated by ASO/Clubs

- Requirements
  - Allow 5-7 business days for check request processing; processing time will increase if there are issues noted with the request
  - Account number to charge the expense
  - Purpose of the check request
  - Approved Minutes, if necessary
    - By Finance Committee approving and budgeting for specific expenditure
  - List of names of attendees
    - Name & Title



# Check Request Requirements

- Requirements (Cont'd.)
  - Original Invoice/Receipt
    - No Online Print Outs
    - No Photocopies
  - Approved and Signed Check Request
    - Signature, Printed Name & Title and Date from:
      - Check Requester
      - Approving ASO Officer
      - ASO Advisor
      - College President or Designee (VP for Admin Services)
  - Flyer(s) related to the event, meeting, or conference





# Check Request Process

- Cash Advance
  - For all types of cash advance, provide all supporting documents and signed approvals indicated above
  - For Meals and lodging, provide list of estimated expenses per individual per day or original quotation
  - Liquidation of cash advance must be made within ten (10) days after the completion of the event through submission of a travel expense claim form signed by the appropriate officials along with all original receipts for lodging, meals, transportation and other expenses, meal logs, attendance support, etc.
  - If actual expenses are less than the amount of the advance, then the amount is due back to the ASO paid in the form of a check. If actual expenses are more, a check request approved and signed by appropriate signatory must be included in their travel expenses claim with their original receipts and other supporting documents.



# Check Request Process

- Purchase Order

ASO procurement transactions must follow LACCD procurement policies and procedures. ([Administration Regulation S-4](#))

Procurement transaction Dollar Threshold-Services (non-construction related, Supplies, Apparatus and Equipment (Public Contract code section 20651-20656)

- Micro-Purchase \$1-2,499 – while no quotes are required, College President may determine a lower amount. (Federal OMB –requires quotes for all purchases /contracts \$1<), best practice would be to solicit at least 1 quote for purchases under this threshold.
- Small Purchase: \$ 2,500-\$4,999 – Must solicit at least 3 informal quotes (catalog website, email, master agreements, etc)
- Medium Purchase \$4,000-\$8,599 –Must solicit at least 3 formal written quotes
- Large purchase \$86,000 + -ESC contracts and purchasing unit
- Formal bid-legal advertisement, bid package issued, sealed bids and public bid opening





# Check Request Example

See attached





# ASO Disbursement – Related LACCD Admin Regulations

- All funds expended are to be approved by 1) the College President or designee 2) ASO Advisor and 3) ASO President or designee
- The College President may disallow inappropriate expenditures
- Evidence supporting expenditures must be submitted to Business Office (e.g. original receipts, invoices, meal logs, finance committee meeting minutes, etc.)
- Per E-20, Allowances for meals shall not exceed \$30 (\$5 for breakfast, \$7 for lunch, \$10 for dinner, \$2.50 for snack, \$5.50 post-event). When a meal is provided by the event, the actual cost of the meal will be substituted for the amount listed above.
- ASO Adviser is prohibited from using a College-issued CalCard to purchase on behalf of ASO
- When in doubt, refer to the LACCD Board Rules, Admin Regulations or ask Business Office



# Stipends Requirements

- Definition: The term “stipend” is used to describe a payment to a student/non-student for class participation and/or general support as aid in the pursuit of their studies.
  - The term "stipend" is sometimes misused to describe minor payments for services.
  - However, these payments constitute an employer relationship and are considered taxable wages.
- Stipend payment can only be used for:
  - training and educational purposes related to a sponsored program.
  - cannot be used to pay an individual for work or services performed, or as incentive pay.





# Stipends Requirements

- Stipends cannot be paid for any services rendered.
- Any amount paid for a service rendered is considered a "wage" under the IRS regulations and must therefore be processed and taxed as a salary or wage





# Next Steps

- **LACCD Business Office and Accounting Manual is currently being updated to address districtwide standards for compliance for ASO and campus fiscal management.**



# Questions?

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