



## **Associated Students of Skyline College**

# **Budget Notes and Guidelines**

These notes and guidelines provide the underlying principles and parameters for the various ASSC accounts. Ultimately, the Student Government, with the approval of the Center for Student Life and Leadership Development, shall have final say over all Associated Students funds. Please also see the ASSC Bylaws for additional financial and budgetary information.

### **INCOME ACCOUNTS**

#### **ATM Commissions**

The San Mateo Credit Union pays the Associated Students a monthly commission for the opportunity to have their Automatic Teller Machine (ATM) on campus. The commission is derived from the non-member charges the credit union imposes on users of the ATM.

#### **Vendor - Quad Tabling & Space Rental**

Income from outside vendors renting space on campus to sell goods/services to students is paid at the Center for Student Life and Leadership Development then submitted to the Bookkeeper for deposit.

#### **Student Body ID Card Fees**

Income derived from the \$15 per semester (Fall and Spring) student body fee that entitles students who pay the fee to receive a Student Body ID Card and associated benefits. This also includes income from students who are not automatically assessed the fee but voluntarily choose to pay it in order to receive an ID card, such as Middle College students and concurrent enrollment students.

#### **Transfer from Reserves**

Carryover from prior fiscal years (if any) or transfers from Associated Students reserve funds to augment estimated current year income.

## **EXPENSE ACCOUNTS – NON-DISCRETIONARY**

These accounts do not need further student Senate approval, the charges made to each non-discretionary account are to be made at the request of the Student Life Manager and Center for Student Life staff.

### **5140 Office Supplies & Meetings**

General office supplies for the Associated Students and the Center for Student Life and Leadership Development may be purchased and charged to this account without further Senate approval, as long as the request is made or approved by the Student Life and Leadership Manager and the Center for Student Life staff. In addition, the Center for Student Life and Leadership Development may purchase water, light refreshments or food items if staff meetings impact meal times (12PM-1PM).

### **5145 Operations**

Continual expenses that are fundamental to the ongoing operation of the Associated Students. Including, but not limited to, District central duplicating charges; leased photocopiers in the Center for Student Life; maintenance agreements for office equipment; etc.

### **5182 Student Activity I.D. Cards**

Supplies for the printing and updating of ID cards are funded from this account. Expenses may include, but are not limited to, blank ID cards; validation stickers; ribbons, cleaning supplies, and other items related to the care and maintenance of the ID card printer; updates and/or upgrades to the ID card software; updates to services &/or new services or ID machines for the ID card equipment and/or software; and other expenses related to the production of ID cards.

### **5183 Student Assistant – Salary & 5184 Student Assistant – Benefits**

To fund student assistant positions in the Center Student Life and Leadership Development. These student assistant positions support the functions of the Center for Student Life as related to student government, including the making of ID cards, clerical and program support for student government and club events, supporting counter services, and assisting with other tasks as assigned. In addition, funds may from this account may be used to provide normal pay rate to student assistants who serve as ushers and helpers during Skyline College's annual Commencement ceremony.

### **Other Non-Discretionary Accounts:**

- **Bank Service Charges**
- **College Lecture Series**
- **Graduation Trust (Commencement)**
- **SSAC Assistance (Scholarship & Service Award Ceremony)**

## **EXPENSE ACCOUNTS –DISCRETIONARY**

For any purchases or transfers within these accounts, approval from the student Senate is needed. Typically, the item is brought to the ASSC during their formal business meeting, a request is presented then discussed on record between officers. After a motion is made to approve, the item is then put up for a vote and needs a 2/3rds vote of “yes”. The Commissioner of Public Records documents this in the ASSC Meeting Minutes and the highlighted items are needed as attachments for backup documentation.

### **5005 ASSC President & ASSC Vice President**

This account is used to fund any initiative, project or special training that the ASSC President and ASSC Vice President chooses to pursue during their time in office. The ASSC President total is always set to \$2000 and the ASSC Vice President’s total is always set to \$1000 per fiscal year.

### **5010 Scholarship Donations**

This account is used to fund the scholarship donations.

### **5031 Club Assistance (SOCC)**

This account is to assist campus clubs with the sponsorship of activities and events. Funds may be requested and used to promote student involvement in club membership and activities. Programs are reviewed and approved by the Student Senate based on a variety of factors including, but not limited to, the availability of funds, merits of the program, completeness of the proposal, the number of potential students served, and other factors.

### **5032 College Program Assistance**

Funds are used to support programs held in conjunction with the college’s instructional and student services programs. Normally the Associated Students are not requested to support ongoing programs of the College since each department or program must go through the College’s annual budgeting process. However, in unforeseen circumstances, the Associated Students may allocate funds to assist a College program or department. Funding should also be pursued from other sources, such as the Vending Commission Fund. This account may also be used to provide short term funding during the current year for new services which the students may want the College to provide immediately, but which are not budgeted for in the current year. The Associated Students may want to make a contribution toward a new program until college budget allotments can be adjusted upward for the following fiscal year. If student funding is provided, sometimes the college may be persuaded to match funding to begin a new program or expand a service that otherwise might not be as high on the college's funding priority list but is important to students.

### **5033 Conferences, Retreats & Trainings**

Funds from this account are used to pay for registration, travel, lodging, and other costs associated with attending conferences not eligible for support through the Student Representation Trust. These conferences may include, but are not limited to, programming and event conferences (such as the National Association of Campus Activities); ethnic, cultural, and diversity related conferences (such as the National Student Leadership Diversity Convention); and leadership and development conferences (such as NASPA). This also includes the bi-annual (held once in the Fall and once in the Spring) ASSC Leadership Training Conference hosted by the Center for Student Life and Leadership Development as well as important and mandatory in person training or planning meetings that take place on campus.

### **5150 ASSC Events & Programs**

Campus-wide activities, events, and services can be funded out of this account. Such activities and events include, but are not limited to, live band performances, talent shows, cultural events and programming, guest speakers, dances, festivals such as Welcome Weeks, art shows, and movie film screening series. These may also be events and activities planned and coordinated through the Center for Student Life and Leadership Development to promote cultural awareness; to recognize, celebrate, and educate about issues of equity, diversity, and culture. Topics may include, but are not limited to, ethnicity, race, religion, socioeconomic status, sexual orientation and gender identity, etc. Additionally, this discretionary fund may be used to host receptions, to entertain visiting dignitaries and guests of the Associated Students, to send flowers or condolences to college students, staff or their relatives for catastrophic events, or to provide refreshments at Associated Students sponsored meetings or special events. The fund may be used to provide gestures of goodwill, or to allow Associated Student officer attendance and representation at special college or district functions which require admissions or fees. All expenses from this fund require a majority vote of the Senate prior to the activity, except in unforeseen emergency situations between senate meetings where normal approval through the Senate is not possible. In such cases, the ASSC President, with the consent of the Student Life and Leadership Manager or designee, may authorize, without the prior approval of the Senate, expenses for any one activity in this category. This is to be done only in an emergency, where time does not permit having the item approved in advance by the Senate. However, all such actions must be reported by the President to the Senate at the next regular meeting.

### **5151 Publicity**

Public relations expenses that can be charged against this account include, but are not limited to, giveaway items that promote the Associated Students and/or the Student ID Card, ASSC apparel, fees for Internet related activities, such as a website or email system and other items. This account may also fund the printing of large scale projects, such as promotional brochures, informational booklets, glossy fliers and posters, and other high-quality printed material.

**Other Discretionary Accounts:**

- **District Projects**
- **Lobbying**
- **Participatory Governance Stipends**
- **Spring Elections**
- **Student Food Scarcity (a.k.a. The Grab-N-Go Initiative)**
- **Student Housing & Homelessness Project**
- **Technology (Improvements)**

**Backup Attachments for Discretionary Accounts:****All items need the following attachments:**

- An original receipt (OR) an itemized invoice that is signed
- ASSC Meeting Minutes to show the item was voted & approved

<b>These items may need additional documents:</b>	<b><u>Additional attachments required:</u></b>
Purchases made for events	- An event flier
Hospitality purchases for guest speakers	- Performance Contract “Exhibit A”
Club Donations from ASSC	- ASSC or SOCC Meeting Minutes reflecting the club’s formal request