



ASCMC GENERAL OPERATING PROCEDURES

I. Finances

A. Check Request Procedures

1. Authorized Person

- a. All individuals mandated by the ASCMC Constitution as having sole responsibility of spending a given budget allocation shall be the authorized signer for the respective account.
- b. The ASCMC President shall be the authorized signer for the General Fund.
- c. The ASCMC Vice President shall be the authorized signer for the Student Senate Budget.
- d. Chairs of ASCMC Standing Committees shall be the authorized signers for their respective accounts.
- e. Dormitory Presidents shall submit one person's name to the DAC chair as the authorized signer for their dormitory or residential group's account. The DAC Chair shall oversee all dorm and residential groups' accounts and shall be the final signer for requests submitted from such groups.
- f. All campus organizations must submit one authorized person that shall be the authorized signer for their account. The Campus Organizations Chair shall oversee all campus organizations' accounts and shall be the final signer for requests submitted from such groups.
- g. All authorized persons must have their name and signature on record in the ASCMC office. Only requests with authorized signatures will be considered.

2. Reimbursement Check Request

- a. An ASCMC Check Request Form and the related receipts must be filed with the Chief Financial Officer. Reimbursement Check Requests can be submitted to the ASCMC box in the cabinet next to the receptionist's desk in the Dean of Students Office.
- b. Detailed, itemized receipts must be submitted.
 - i. Receipts must bear the name of the establishment at the top.
 - ii. If a receipt is not itemized with product descriptions, a supplemental list itemizing purchases must be included with the receipts.
 - iii. The Reimbursement Check Request and related receipts must be for the same or a lesser amount. In the case of a lesser amount being requested, a short explanation should be attached to the request.
 - iv. All check requests must be up to auditable standards, as set by the Chief Financial Officer with the assistance of the Pendleton Liaison. Such standards may be overturned by a simple majority vote of the Board of Directors.
 - v. All documentation relevant to the approval of check requests of \$1000 or more, as outlined in Article II, Section I of the ASCMC Constitution must be submitted with those check request forms. A printout of an approval from electronic mail or a signed document is equally valid approval-verification documents.

- c. Approval of Reimbursement Check Request
 - i. Only the Chief Financial Officer may sign to approve Reimbursement Check Requests for less than five hundred (500) dollars.
 - ii. Both the ASCMC President and the Chief Financial Officer must sign to approve Reimbursement Check Requests in the amount of five hundred (500) dollars or more. Both the ASCMC President and the Chief Financial Officer must initial all related supporting documents.
 - iii. The Chief Financial Officer must review and initial all related supporting documents for check requests.
- d. Vendor Check Request
 - i. An ASCMC Check Request Form must be filled out in the same manner as for a Reimbursement Check Request.
 - ii. A copy of an invoice or written confirmation of purchase, including the establishment's name, phone number, and a total amount must be attached to the ASCMC Check Request Form. Tax identification number or social security number (depending on whether the vendor is a corporation or an individual) must be provided.
 - iii. For individuals, an IRS W-9 Form (obtained from the Chief Financial Officer, the ASCMC web site, IRS web site, or the ASCMC Cabinet in Heggblade) must be filled out by the vendor prior to submission of the ASCMC Check Request Form.
 - iv. The Vendor Check Request should be submitted at least one week prior to the due date of the invoice. Exceptions will be made on a case-by-case basis by the Chief Financial Officer and may be overruled by a simple majority vote of the Board of Directors.
 - v. Vendor check requests are subject to the same rules as Reimbursement Requests, as outlined in III.A.2.c of this document.
 - vi. If the request is not approved, the contact person will be notified by the Monday following the Vendor Check Request's Submission.
 - vii. A receipt or proof of payment must be submitted within one (1) week after the completion of service or delivery of product.
- 3. Petty Cash
 - a. Petty Cash shall not be kept except on a temporary basis.
 - b. Authorization for the use of Petty Cash shall be decided by the Board of Directors by a simple majority vote.
 - c. Any such motion for temporary use of Petty Cash shall be accompanied by a specific time period, not to exceed seven (7) days.
 - d. A single extension of seven (7) days shall be grantable by formal majority (2/3) vote of the Board of Directors.
 - e. Any Petty Cash shall be under the direct control of the Chief Financial Officer at all times and kept in the safe in the ASCMC office when not in use.
 - f. All Petty Cash transactions shall be logged into the QuickBooks accounting program by the CFO.
 - g. Receipts for Petty Cash must be submitted within seven (7) days of purchase.

- B. Non-guarantee of reimbursement: ASCMC will not guarantee reimbursement for all expenditures.
1. If the ASCMC President and/or the Chief Financial Officer determine that a check request or purchase is illegitimate, the Chief Financial Officer shall deny the request and return it to the submitting party for revision. The Chief Financial Officer shall also inform the organization of the next opportunity to appeal the decision to the Board of Directors, which can overturn such a decision by a simple majority vote.
 2. If an amount requested exceeds the remaining balance of a particular organization's account, the remaining balance of the account will be applied towards the request, and the submitting party shall be notified of their budget limitation by the Chief Financial Officer and/or the Vice President. The organization is responsible for any amount in excess of their budget allocation.
- C. After a request is approved, the Chief Financial Officer shall enter the check data into the bookkeeping program and produce a subsequent check.
1. Only the Chief Financial Officer, the Treasurer, the President, and the Pendleton Liaison will have access to the bookkeeping program.
 - a. ASCMC must use pre-numbered checks.
 - b. Only the Chief Financial Officer and Treasurer shall have access to blank checks.
 - c. All checks shall be clearly marked to expire within 90 days of their issuance.
- D. Signatures
1. The Chief Financial Officer is required to sign all checks produced and initial the supporting request form.
 2. The ASCMC President shall sign all checks which exceed \$500 in value.
 3. No officer may approve a check request for which they are the listed payee.
 - a. In such a case, the ASCMC President shall approve check requests.
 - b. Exceptions shall be for the ASCMC President, Vice President, and Chief Financial Officer.
 - i. The ASCMC Vice President shall review and approve check requests for which the President is the authorized signer and listed payee.
 - ii. The ASCMC Senate President Pro Tempore shall review and approve check requests for which the Vice President is the authorized signer and listed as the payee.
 - iii. The ASCMC Vice President or Treasurer shall review and approve check requests which list the Chief Financial Officer as the payee.
 - c. The ASCMC Vice President will sign any check in case said check is made out for either the ASCMC President or the Chief Financial Officer.
 - d. All fiscal transfers from one account to another must be accompanied by a signature from the officer responsible for the account from which the money will be transferred.

E. Depositing Funds into ASCMC

1. All campus organizations that have been allocated ASCMC funds will hold an account with ASCMC.
2. Organizations must complete a Deposit Form and must file it with the Chief Financial Officer. Deposits can be submitted in the ASCMC box in the cabinet next to the receptionist's desk in the Dean of Students Office.
 - a. Cash and/or checks to be deposited must be included with a Deposit Form.
 - b. A Deposit Form must include the total amount of the deposit, currency count of all bills (*eg.* 3 @ \$20 = \$60, etc.), and a list of all check numbers and their amounts.
3. The Chief Financial Officer will verify amount upon receipt of a Deposit Form and corresponding funds.
4. The Chief Financial Officer will provide deposit verification for each campus organization's transaction through monthly statements to the Campus Organizations Chair.

F. Account Management

1. All organizations shall maintain accurate records of their finances.
2. Monthly updates of account activity will be produced by the Chief Financial Officer and distributed by the Campus Organizations Chair and/or the Chief Financial Officer. Updates will include:
 - a. Monthly Itemized Category Report detailing all transactions over the month, including deposit verifications and disbursed funds;
 - b. Lists of possible receipts due to ASCMC (for Petty Cash or Vendor Checks); and
 - c. Notification of unapproved check requests.

G. Bank Reconciliation

1. ASCMC financial records must be reconciled with the monthly bank statement.
2. The reconciliation must be done by the Pendleton Liaison.

H. Financial Reports

1. The Chief Financial Officer must produce a Preliminary Annual Financial Report by the 15th October. This report shall cover the previous fiscal year and include the most complete records possible to obtain at the point of publication.
2. The Chief Financial Officer shall produce a Final Annual Financial Report and make it available to all regular members via printed or electronic means by January 31 of each year. This report shall include a complete, itemized account list with year-end balances and budgets, as well as a record of all transactions within the General Fund, Senate Fund, Dorm Activities Council General Fund and Social Activities Council General Fund.
3. The Chief Financial Officer must produce an End-of-Term Financial Report for the outgoing administration by the Monday after Spring Break. This

report shall cover all financial activities during the term of the outgoing administration.

4. Weekly financial reports must be made to the Board of Directors and monthly reports to the Student Senate.
5. The Chief Financial Officer shall produce a list of checks in the amount of \$500 or less on an ongoing basis for the President's review. Reports shall be produced after any checks have been produced or at the request of the President.

I. Audit Authority

1. The ASCMC President and Chief Financial Officer both have inspection authority over all ASCMC organizations and should perform "surprise" inspections of financial records at least once a year or more if either feels it is necessary.
2. An Annual Audit must be done for the Annual Financial Report prior to its issue.
3. The Annual Independent Examination of the End-of-Term Financial Report must be completed on a yearly basis.
 - a. The Annual Independent Examination must be completed by the end of each academic year.
 - b. The Annual Independent Examination must be done by an individual or organization who is qualified and selected by the Board of Directors.
 - c. Suggestions for individuals to complete the examination include the Claremont Accounting Association, CMC's auditing class (Economics 158), CMC's independent auditors, a Regular Member, a member of the faculty, or an alumnus.

J. Liability Contracts: The ASCMC President and the Chief Financial Officer must co-sign liability contracts.

K. Disciplinary Policy

1. If a person or organization uses ASCMC funds or the Check Request Procedures in a fraudulent manner, the Chief Financial Officer will attempt to contact the individual or officers of the organization within one (1) week to discuss the situation.
 - a. If the party in question is the ASCMC President, Chief Financial Officer, or Treasurer, then the matter shall be subject to the discretion of the ASCMC Vice President or President Pro-Tempore.
 - b. The ASCMC Vice President or President Pro-Tempore shall have, but not be limited to, all options listed below under c. iii. and any disciplinary power and responsibilities conferred upon him by the ASCMC Constitution and By-Laws.
2. If the person or organization does not respond in a timely manner or fails to explain their actions in a satisfactory manner, the Chief Financial Officer will present the issue to the Board of Directors.



3. The Board of Directors will have, but will not be limited to, the following courses of action by a simple majority vote:
 - a. Freeze the account of the organization in question;
 - b. Demand the presence of the suspected individual or officers of the organization at the next Board of Directors' meeting to discuss the situation;
 - c. Refer the matter to the College Judiciary Board, the CMC Dean of Students, the Claremont Police Department, and/or the Federal Bureau of Investigation.

II. Website

- A. The ASCMC website shall be maintained by the ASCMC webmaster
- B. The ASCMC website shall be updated on a weekly basis, and shall include the following documents
 1. ASCMC Constitution
 2. ASCMC Operating Procedures
 3. Operating Procedures for ASCMC Senate, DAC, Board of Directors, SAC, SLC, and CO Chair.
 4. Minutes from regular meetings of the Board of Directors
 5. Minutes from regular meetings of the Senate
 6. Semester and Home Directories.
 7. Any other relevant documentation as deemed important by any Officer or member of ASCMC
- C. Any document containing personal or financial information of any member or organization with ASCMC shall be placed in a special password protected directory, that can only be accessed on campus. Off campus access may be granted by the form of username and password, to be determined by the Webmaster.
- D. The password for the ASCMC website shall be maintained by the ASCMC Webmaster, Executive Secretary, and the President Pro-Tempore. Additionally, any and all account information regarding the Website shall be stored in the ASCMC Office safe. Any changes to the password must be approved by the ASCMC President, Executive Secretary, or the President Pro Tempore.
- E. Mailing Lists
 1. The ASCMC Distribution Lists shall be maintained by the Chief Technology Officer, who shall submit a list of names with access to the lists to the college technology department.
 2. Any officer with permission to post to the ASCMC mailing lists shall be required to sign the ASCMC Distribution List Policy and submit it to the Chief Technology Officer.

III. Mailing to General Membership



- A. All ASCMC publications, notices, or informational flyers must be approved by a member of the Board of Directors.

- B. The following steps must be taken by any individual attempting to place any information in the mail boxes at Story House.
 - 1. All ASCMC publications, notices, or informational flyers must be approved by the Dean of Students Office.
 - 2. A master copy must be stamped with the Dean of Students approval.
 - 3. A stuffing approval form must be filled out by the Dean of Students Office, and this form must be turned into Story House with the stamped master copy at the time of stuffing.

- C. Publications, notices, or informational flyers must be stuffed during posted mail room hours.