



AP 5420 Associated Students Finance

References: Education Code Sections 76063-76065
California Community Colleges Budget and Accounting Manual

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The Butte College Associated Students (BCAS) may collect funds from current students via the Student Activity Fee and the Student Representation Fee with the following requirements:

- Fees are collected each semester at the time of registration and shall be deposited in a separate fiduciary fund.
- The amount of the Student Activity Fee is set by the BCAS. Any increase of this fee must be approved by a majority vote of enrolled students voting during a regular election.
- The amount of the Student Representation Fee will be consistent with an amount defined in the Educational Code.
- Students may request that the fees be waived within the first two weeks of the semester.
 - A student may, for any reason, refuse to pay the Student Activity Fee. The refusal may be requested by phone, email or in person to Admissions & Records or the BCAS.
 - A student may, for religious, political, financial, or moral reasons, refuse to pay the student representation fee established in Education Code 76060.5. The refusal shall be submitted in writing to the BCAS.

All funds shall be expended subject to the bylaws established by the BCAS and are subject to the approval of each of the following three persons (approval shall be obtained each time before any funds may be expended):

- Vice President for Student Services or designee;
- Employees of the District who are the designated advisors of the particular student body organization; and
- A representative of the student body organization.

Butte College Associated Student funds are maintained in accordance with the following processes:

- Annual budgets and year-end reports of BCAS funds are submitted to the Vice President for Student Services.
- BCAS funds shall be deposited with and disbursed by the District's Business Services.
- BCAS books, financial records, and procedures are subject to annual audit.
- Audit information, except that containing personnel or other confidential information, shall be released to the BCAS by the District's Business Services.
- Funds of the BCAS may be loaned or invested according to practices established in the California Community Colleges Budget and Accounting Manual.