
WEST HILLS COMMUNITY COLLEGE

FINANCE

STUDENT BODY FUND

It is the purpose of this policy to establish financial supervision and control for the administration of the various activities operated for the benefit of the student body.

The student body funds of this District is an independent fund administered by the Associated Students of West Hills College. The student body fund shall be supervised by the Vice Chancellor of Business Services. All checks drawn upon the student body fund shall be signed by any two of the following officials:

1. Chancellor
2. Director of Accounting
3. Vice Chancellor of Business Services

For purposes of this policy, the student body fund shall include activities as included in the student body budget.

Each activity covered by this policy must be recognized and budgeted by the finance committee of the student body organization before moneys can be collected or disbursed in the name of said activity. Said committee shall be composed of the student body advisor, appointed faculty members and elected student body officers.

The student body fund shall be under the general supervision of the Chancellor, but shall be the direct responsibility of the Vice Chancellor of Business Services, who may appoint a bookkeeper to administer the fund.

A financial report of the condition of the student body fund shall be submitted to the Board annually.

Ed. Code 76060 et seq., 84040; 5 Cal. Adm. Code 1360

Board approval date: _____