

**Coast Community College District  
ADMINISTRATIVE PROCEDURE**

Chapter 5  
Student Services

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**AP 5420 Associated Students' Finances**

**References:**

Education Code Sections 76063 through 76065

The Chancellor and designees are ultimately responsible for all funds raised by the Associated Students organizations in terms of origin and disbursement. The funds, financial records, and procedures of the Associated Students organization are subject to annual audit conducted by the District's independent external auditors.

Such audits shall determine the following:

1. Proper Accounting. That the funds of the Associated Students organization have been properly accounted for, including verification insofar as it is practicable of cash receipts, disbursements, and balances.
2. Solvency. That the Associated Students organization is solvent or is in a satisfactory financial condition, with special reference to cash on hand and unpaid obligations.
3. Efficiency. That efficient methods and procedures are used in accounting and controlling cash transactions. The Chancellor shall present recommendations for any changes in methods and procedures as are judged necessary to produce the desired efficiency.

Ratified April 19, 2023