FINANCIAL CODE

2025-2026



ASSOCIATED STUDENTS OF HIGHLINE COLLEGE

2025-2026 ASHC Financial Code

Introduction

In compliance with Washington State Law, Highline College has established the Services and Activities Fund (522 Fund) (herein known as S&A) into which shall be placed fees and revenues received by the college in connection with Center for Leadership & Service and Activities of the Associated Student Government, intercollegiate athletics, recreation programs, performing and cultural arts programs, publications, clubs, and organizations.

All funds gathered and expended in the 522 Fund are subject to the policies, regulations, and procedures of the Board of Trustees, the State Board for Community College Education, and the Budget and Accounting Act of the State of Washington.

This Financial Code has been authorized by the College President for the Governance of public funds allotted by the Board of Trustees to the Associated Students of Highline College. The Vice President for Student Services/Chief Student Affairs Officer (hereby known as CSAO) is responsible to the College President for the administration of the Financial Code.

Article I – Purpose

The purpose of this Financial Code is to carry out the provisions indicated in the preceding introduction, while at the same time providing for the effective administration of Center for Leadership & Service.

Article II – Objectives

The raising and expending of 522 Funds by Highline College Center for Leadership & Service has the objective of enhancing the general educational experience and maximizing the success of every student by providing a meaningful variety of healthful, educational, cultural, recreational and social programs, activities, and services. In view of this, Center for Leadership & Service should assist students in developing the ability to:

A. Think actively.
B. Take responsibility.
C. Learn independently.
D. Work and learn cooperatively.
E. Communicate effectively.
F. Appreciate diversity.
G. Apply specific knowledge and skills.
H. Use technology.
I. Solve problems.

Article III - Funds

Section 1 - Source of Funds

Center for Leadership & Service funds are received from five sources:

1. Student fees, which are paid at registration.
2. Fees and revenue from activities sponsored by the Center and/or organizations.
3. Interest income.
4. Contributions.
5. Other funds consolidated into the students' Fund Balance

Section 2 - Use of Funds

1. All expenditures from 522 Funds must be in accord with college policies and applicable state and federal law. Within the 522 Fund, individuals will be designated with budgetary authority for specific projects, programs, budgets, and amounts. These individuals (designated budget managers) will determine how funds are to be expended to achieve the goals of the particular activity, program or event. The Center for Leadership & Service administrator will designate budget authority, in consultation with program/department lead to ensure the selected individual's specific job description includes budget management.

   A. All budget managers must attend annual trainings to receive updated changes to this financial code and qualify to receive a budget proposal letter.

2. When authorized and approved in a manner consistent with this Financial Code, services and activities fee revenue may be used for:

   A. Social events, seminars, workshops, retreats, conferences, community service to campus or community, student governmental organizations, professional consulting fees, clubs and societies, musical, dramatic, and artistic presentations and other mass media activities, tutorial services, childcare services , intramurals, intercollegiate sports, marketing outreach and design programs for student leadership development, and financial assistance for student activities related participant fees or matching funds for economically challenged students.

   B. Equipment, supplies, and materials needed to support the daily operations of the Center and all related activities.

   C. Approved travel and per diem for students and professional staff members participating in the Center and activities.

   D. Dues for institutional memberships in recognized student government or activities organizations provided that the legality of such expenditures is first established in consultation with the legal advisor of the college. These funds are provided with the intent that the student membership costs are paid by student participants directly or through fundraising.

E. Salaries and compensation to students, and staff that directly provide for the provision of 522 funded programs.

F. Within the regulations of the State Board, service and activity revenue may be used to acquire real property and fund capital projects and may be used as matching funds for such projects.

3. Limitations

A. Salaries of professional employees in tenurable positions, administrative exempt personnel, permanent classified and Part-time Classified employees, civil service employees and stipend employees should not be paid from service and activities fee revenue, unless provided under Article III, Section 2.2E.

B. In accordance with state guidelines, services and activities fees should not be used to fund programs, services, events or activities for non-students and/or prospective students unless these individuals are providing a donative service integral to the delivery of the event.

C. Service and activities fees should not be used to fund programs, personnel, facilities equipment and maintenance covered within the State Board allocation model.

D. Student employees are limited to a maximum of 38 weeks of employment during the academic year, and a maximum of 19 hours per week unless approved in their budget proposal as an exception by the Services & Activities Committee. If programming warrants student employee coverage during campus breaks and summer quarter, it is required for the budget manager to meet with the Center for Leadership & Service administrator or designee to review work plans for these student employees. Required elements of the work plan includes supervisor and back-up supervisor names; work hours; and program/project outline to be accomplished during this time-period.

4. Student Employment Requirements

S&A funds may be used to provide salaries and compensation to student employees only when such positions directly support 522-funded programs, student life activities, or co-curricular engagement consistent with the purpose and objectives outlined in Article II. The following provisions establish the permissible and impermissible uses of S&A funds for student employment.

A. Permissible Student Employee Positions

Student employees may be funded by S&A fees when their responsibilities fall within any of the categories listed below. All such positions must directly enhance student life, student engagement, or co-curricular learning and must be connected to programs or services supported through the 522 Fund.

1. Student Leadership Roles

   Positions that represent the student body or coordinate programs, events, committees, and initiatives that serve students collectively. These roles constitute traditional student activities and are recognized as expressions of student self-governance.

2. Program and Event Support

   Positions responsible for planning, promoting, or implementing student programs, workshops, recreational activities, cultural events, and performances. These activities are authorized under Article III, Section 2.2A.

3. Engagement and Service Positions

   Positions that connect students to involvement opportunities, support clubs and organizations, coordinate volunteer participation, or provide services that enhance campus life. These positions advance the educational, cultural, and social objectives established in Article II.

4. Communications, Media, Design Positions

   Positions that create promotional materials, manage social media, support student publications, or document student activities programs. Student publications and mass-media initiatives are permissible under Killian Guidelines Section III.

B. Impermissible Student Employee Positions

S&A funds shall not be used to employ students in any of the following types of positions. These roles do not meet statutory requirements or the student-activity nexus established under RCW 28B.15.041, the Killian Guidelines, or the Financial Code.

1. Academic or Instructional Support

   Positions that support academic advising, classroom instruction, curriculum development, or tutoring tied to academic coursework. Curriculum-related personnel are prohibited expenditures

2. Administrative or Office Support for College Departments

   Positions performing clerical duties, reception, scheduling, or general administrative tasks for college departments, programs, or operational units are not eligible for S&A funding. S&A funds may not be used to pay salaries for personnel whose responsibilities are operational in nature. (Article III, Section 2.3A)

   Such positions are recommended to be funded through Work Study, as Work Study is specifically designed to support student-oriented employment that

assists with general college operations rather than student life programming or other source of funds that is not S&A. This ensures S&A resources remain dedicated to activities and experiences that directly enhance student engagement and co-curricular learning.

3. Recruitment or Prospective-Student Activities

   Positions that promote the College to the public, conduct campus tours, assist with outreach, or provide services to individuals who are not current students. Promotional hosting for non-students is not allowable under Article III, Section 2.3B.

4. Institutional Service Functions

   Positions supporting enrollment services, financial aid, IT services, facilities, custodial operations, or other institutional maintenance functions. These are considered regular operations of the college and are not eligible for S&A funding.

Section 3 - Accounting and Reporting Responsibility

1. It shall be the responsibility of the Director of Financial Services and/or Director of Budgets and Grants, under the direction of the Vice President of Administration, to maintain proper accounting of financial transactions of all 522 fund monies and to provide reports to the administration, budget managers, students, and other interested parties upon request.

2. Separate accounts shall be kept on each activity or program.

3. A general account for all recognized student organizations or clubs will be accounted for or maintained by the ASHC in conjunction with the Center for Leadership & Service Office.

4. Fundraised revenue earned by clubs shall be kept by the college in the CLS Foundation account. Any other resources collected by clubs will be deposited in the club budget. Any unused funds will revert to fund balance.

5. Fundraising projects sponsored by subsidized and unsubsidized recognized student organizations are subject to the college fundraising policy and the approval of (1) the organization's membership, (2) the organization's advisor, and (3) the Designated Center for Leadership & Service administrator. All fund-raisers must follow the established college accounting procedures.

Section 4 - Deposits and Expenditures

1. All funds collected or revenues produced by or through Center for Leadership & Service shall be deposited daily with and/or expended through the Business Office of the college.

2. The official records of all financial transactions for Center for Leadership & Service and its subsidiary units are maintained by the Business Office.

3. All monies collected as a result of any student program activity, funded or non-funded, must be turned into the Cashier's Office at the end of the day. If after office hours, on a weekend,

or on a holiday, such monies must be deposited as outlined in established college cash handling procedures.

4. Funds are to be deposited with the Cashier's Office as described. At this time, a receipt will be issued indicating the date, account to which monies are to be credited, and such other information as will facilitate the accounting of these monies.

5. No disbursements for any account are made except by checks prepared by the Business or Foundation Office. No revenue monies may be expended until they are properly deposited and recorded in the Business or Foundation Office and checks prepared in a routine manner.

Article IV - Student Clubs, Organizations or Programs

Section 1 – Purpose

The purpose of student clubs, organizations or programs is to provide communities and spaces that contribute to leadership development and/or service opportunities to the campus or community.

Section 2 - Funded Clubs and Organizations

1. Recognized student organizations may be formed to promote any legal purpose, as stated in the By-Laws.

2. Student organizations must be open to all students except in cases, which the ASHC Associated Council determines there exists reasonable justification for exceptions directly related to the purpose of the organization.

3. The memberships of student organizations must be composed solely of registered students at Highline College. Faculty, staff, and administrators may hold non-voting associate membership. Members from the community at large are welcome to attend club meetings.

4. The fact that a recognized student organization provides a service to its members or the college in general is justification for providing the organization with funding to the limit that resources are available in the budgeting process.Recognition and Allocation of Funds. S&A fees may be used to fund officially recognized student religious clubs or organizations. Allocation of funds to religiously affiliated student groups must be neutral with respect to the viewpoint of the group. Colleges and universities must officially recognize student religious groups on the same basis as other student groups.Recognition and Allocation of Funds. S&A fees may be used to fund officially recognized student political clubs or organizations Allocation of funds to student political groups (as well as religiously affiliated groups) must be neutral with respect to the viewpoint of the groups Use of Funds. S&A fees may be used to support political speakers, provided the opportunities are not limited to one particular viewpoint Lobbying Use of S&A fees for lobbying by student government is expressly authorized by statute.

5. Clubs, which have similar existing counterparts, shall be reviewed by the Designated Center for Leadership & Service administrator and Club Leadership Advisor. Appeals are directed to Associated Council Student clubs and organizations recognized by the ASHC Associated Council shall be considered an extension of the Student Government and will be expected to

conduct their programs and activities in accordance with this Financial Code, the ASHC Constitution, and the Student of Rights and Responsibilities Code.

6. Fundraising projects of student clubs and organizations are subject to the college fundraising policy and the approval of the Clubs Leadership Advisor. The Center for Leadership & Service requires all fundraised revenue for donations to philanthropic organizations processed through the Center for Leadership & Service administrator or designee deposited directly to Highline College Foundation within 24 hours of receipt and a check disbursed directly to the designated philanthropic organization from the foundation. A corresponding letter from Club and Organization advisor or president stating reason for donation must accompany the request for disbursement of funds form.

7. Funds generated in any manner by a recognized student organization will be held for that organization by the college. (Refer to Article III, Section 4, Deposits and Expenditures).

8. The fiscal affairs of all recognized student organizations are subject to the provisions of this code.Violations of this code by a student organization shall be cause for referral to the appropriate college body or official for appropriate disciplinary or legal action.

Section 3 - Funded Programs or Activities

1. Any activity whose basic aim is to promote the objectives of the Financial Code may be recognized as a funded activity upon approval of the Services and Activities Budget Committee.

2. Center for Leadership & Service or activities recognized by the Services and Activities Budget Committee shall be considered an extension of the Student Government and will be expected to conduct their programs in accordance with this Financial Code and the Student of Rights & Responsibilities Code.

3. Revenue generated by a recognized student program or activity through their program's intent shall be deposited into their account for use that fiscal year and is subject to existing college policies and procedures. All unused funds shall revert to the fund balance.

4. Fundraising projects and revenue earned by a program or activity outside of their general program intent and developed outside their allocated services and activities revenue can be placed in a separate account for carryover. This must have prior approval of the Designated Center for Leadership & Service administrator and the Vice President for Student Services/CSAO.

Article V - Budget

Section 1 - Purpose

When approved by the Board of Trustees, the Services and Activities Budget becomes the official spending plan for the Associated Students of Highline College for the fiscal year. The Services and Activities Budget shall promote the general welfare of the student body, reflect

diverse student interests, **provide continuity for existing programs**, and provide options for developing a variety of educational, cultural, and social experiences.

Section 2 – Student's Revenue Statement

1. In April, a Student's Revenue Statement of income and reserves in the 522 Fund will be made by the Director of Budget in consultation with the Vice President for Student Services/CSAO, and the Center for Leadership & Service administrator. This will be based on revenue collected during two prior fiscal years (i.e. 2022.2023 fiscal year will use revenue collected during the 2020.2021 fiscal year)

2. This Student's Revenue Statement will be the basis for the budgeting process for the coming fiscal year.

Section 3 - Services and Activities Budget Committee

The Services and Activities Budget Committee shall be composed of a minimum of six student members including two designated ASHC Executive Council members to be appointed by the ASHC President in consultation with the Center for Leadership & Service administrator and if seated, the S&A Budget Committee Chair. Three faculty or staff members will be appointed by the **Center for Leadership & Service administrator in consultation with the Vice President for Student Services/CSAO and the ASHC President.** To protect the committee membership, in the case of student member attrition, one or two alternate student(s) may be selected to serve on the S&A Budget Committee. Alternates' status will be ex-officio until such time as their formal service is needed.

The Center for Leadership & Service administrator and Vice President for Student Services/CSAO will sit on the committee and serve as non-voting members.

1. Students appointed to serve on the Services and Activities Budget Committee shall be students in good standing (2.5 GPA or above) at Highline College and shall represent the diverse interests of the student body. Two of the students appointed each year will be two ASHC Executive Council members.

2. The student Finance Director (FD) within the Center for Leadership & Service shall serve as chairperson of the committee. The Chair will be compensated through their student wages and will be eligible to work up to 19 hours per week during Winter and Spring quarters. If, for some reason, the FD is not able to serve as chairperson, an application process will be opened for the chairperson position. The Chair would then be compensated for Winter and Spring quarters of their term as chairperson. This compensation will be equal to half of tuition for those two quarters (based on 15 credits per quarter). If the FD is not the same person as the committee chair, the Program Specialist and the FD will provide training for the S&A Budget Committee Chair.

3. There shall be three faculty or staff members each year. The Vice President for Student Services/CSAO will appoint these members in consultation with the Center for Leadership & Service administrator and the S&A Budget Committee Chair. The faculty and staff members will have a term limit of three years. The terms of the faculty/staff will rotate so that at the beginning of each year there is at least one faculty/staff member returning from or the previous year. After a two year absence faculty/staff may be eligible to return to the S&A

Budget Committee.

4. The committee shall meet in regularly scheduled sessions in accordance with the published calendar and formal motions shall be duly recorded.

5. A quorum of at least three (3) students and one (1) faculty/staff committee members must be present to conduct official S&A Budget Committee business.

6. S&A Budget Committee Members

    a. Duties of S&A Committee Members

        i. Attend all scheduled meetings and trainings
        ii. Conscientiously read and engage with submitted budget requests and participate in the evaluation of S&A Budget Development Process.
        iii. Commit to membership of the S&A Budget Committee from January 1st through June 15th of the current academic year.
        iv. Complete all tasks assigned during S&A Budget Committee Meetings.
        v. Serve as a responsible steward of S&A Funds Use (Article III Section 3)
        vi. Student members on the CORE team will be paid hourly as a part of their CORE team role. All other students will receive a $400 stipend per quarter served for their participation on the committee.

    b. Duties of S&A Budget Committee Chair

        i. Fulfill all duties of a S&A Committee Member.
        ii. Attend CLS/CCIE Fall training or training from Program Specialist and FD.
        iii. Assist with coordination of the application process for S&A Committee, attend all interviews for selecting the S&A committee members.
        iv. Guide the direction and content of S&A Budget Committee meetings.

            1. Develop the agendas, logistics and announcements for S&A Budget Committee meetings.
            2. Meet weekly with the Budget Program Specialist and the Center for Leadership & Service administrator to plan and evaluate S&A Budget Committee Process upon appointment.

        v. Formally present the S&A Budget to all review groups and the campus Board of Trustees as needed.
        vi. In collaboration with the Center for Leadership & Service administrator, serve as the leader/spokesperson for the S&A Budget Committee to the campus community and other interested parties.
        vii. S&A Budget Committee Chair responsibilities are a main function of the Center for Leadership and Service, Finance Director position and will receive minimum wage compensation for hours worked. Not to exceed 19 hours per week.

    c. Vacancy to the S&A Budget Committee during the S&A Budget Development Process.

i. Open Student Positions will first be made available to any sitting ex-officio student alternates present on the committee
ii. If no alternates are present, openings will be filled through the above-stated process of appointing membership.
iii. Unless quorum is in jeopardy, openings in the S&A Budget Committee will not be filled after the committee's review of budget proposals, nor will the committee's work be delayed in order to fill openings near the time of preliminary balance development.

7. All information pertaining to Services and Activities budgets shall be made available to interested parties.

8. The Services and Activities Budget Committee is a recommending body only. The initial responsibilities for proposing budget levels, prioritizing capital expenditures, setting budget stipulations, and adjusting budget requests to the yearly budget allocation shall reside with the committee. The committee shall provide an opportunity for all viewpoints to be heard.

9. The College President shall review the budget and publish a written response if the budget to be presented to the Board of Trustees is different than that recommended by the Services and Activities Budget Committee. This response shall outline the areas of difference between the committee recommendations and the administration's proposed budget recommendations. Before adoption of the final budget, the governing board shall address areas of difference between the committee recommendations and the administration's budget recommendations. A student representative of the Services and Activities Budget Committee shall be given the opportunity to reasonably address the governing board concerning any such differences (RCW 28B.15.045).

Section 4 - Calendar

To facilitate the handling of budget requests and the development of the budget, the following dates are provided as guidelines for a timely process:

Fall Quarter	*S & A Budget Committee Chair Selected, Faculty/Staff Committee Members selected, introductory meeting, training, and Development of the Student's Revenue Statement Train Executive Cabinet and Board of Trustees.*
January 9 - January 16	*Budget request forms will be distributed to currently funded programs and other interested groups or organizations. Request forms should reflect the planned program for the activity in the next fiscal year.*
January 17 - February 1	*Request forms are submitted to the Center for Leadership & Service Office to be compiled and a master budget request prepared. Mandatory budget requestors training.*

February 2 - March 22	*Budget Committee convenes for budget presentation(s) and budget development. Open hearings will be held for organizations to have the opportunity to voice their support of particular programs or areas.*
April 1 - April 30	*Final budget development by Services and Activities Budget Committee forwarded on to the Vice President of Student Service first to review.* Final Budget is then forward and presented to ASHC, Executive Cabinet, and Board of Trustees for final approval. Review and submission of S&A financial code revisions by the S&A Budget Committee.
May 1 - May 15	*Administrative Review of the Proposed Final S&A Budget and 1st Consideration of the S&A Budget by the Board of Trustees at their May meeting.*
June 1 - June 15	*Adoption by the Board of Trustees, Letters will be sent to notify Budget Managers of the approved budget. July 1 Adopted budget shall be in effect. All budget managers must complete S&A budget training.*

Section 5 - Budget Approval- Administrative Review

Recommendation for budget approval and adoption determined by an official vote of the membership of the Services and Activities Budget Committee. A member of the S&A Budget Committee shall present the preliminary budget to the ASHC prior to final budget approval by the S&A Budget Committee. The Vice President for Student Services/CSAO will then forward the recommended budget to the College Executive Staff, who shall review the proposed budget in preparation for presentation and adoption by the Board of Trustees.

Section 6 - Responsibility for Accounts

1. The general responsibility for the proper management of the accounts and the budgetary levels set for each account rests with the budget managers.
2. The budget managers are responsible for proper fiscal procedures within their accounts. These procedures must be consistent with college procedures covering purchases, inventories, and expenditures, and this Financial Code.

Section 7 - Fund Balance

The fund balance account is maintained for the purpose of assuring the integrity and continuance of programs and activities for students.

all remaining unspent service and activity fee monies shall revert to the fund balance at fiscal year-end.

1. **Fund Balance:** This account shall be maintained as the cash reserve that students use to establish their S&A Annual Budget. This budget shall maintain at least twenty percent (20%) of the previous year's annual allocated S&A Fund Balance and shall be used in cases of disaster, calamity, and catastrophe and will be used in the case of a revenue shortfall. This budget will be used in accordance with the above-stated philosophy of fund use, primarily to enhance the extra-curricular and co-curricular experience of students on campus either through capital improvements or program augmentation. Monies will be released from the budget only after a two-thirds vote of the Associated Council and upon the approval of the Center for Leadership & Service administrator.

2. **Contingency Budget:** This budget should be 5% of the annual budget. This budget will be available for specific groups or organizations to make requests for unexpected costs or the development of innovative programs. Requests must be submitted to the Associated Students of Highline College and approved with a majority vote in a timely manner.

Article VI - Expenditure Procedures

Section 1 - General

The procedures set forth in this Financial Code shall be followed for the expenditure of funds from the accounts under the jurisdiction of the Associated Students of Highline College. These procedures are designed to account for funds and to authorize expenditures within the accounts.

The procedures for the acquisition, inventory, or disposal of goods and services shall be in compliance with the policies, regulations, and rules under which the Purchasing Director manages the acquisition, inventory, and disposal of college property.

Expenditures and encumbrances shall be made from a budget(s) only when officially approved and adopted in a manner consistent with this code.

1. **Prior Approval for Food:** Prior approval for food expenditures from the Center for Leadership & Service administrator is required at least fifteen working days prior to the event. The request for approval must be in writing on the Prior Approval Form indicating the purpose of the meeting or training session, who will be attending and how the light refreshments/food will be paid, i.e reimbursement, direct vendor payment or budget chargeback request. All on campus catering must adhere to campus catering policies. Food is to augment the program/event.

    A. For on campus activities, light refreshments/food is intended to enhance the programming elements of all sponsored 522 events. The maximum allowable for large signature events is the minimum state per diem rate for breakfast, lunch, or dinner. Events occurring outside of state designated meal times will carry a maximum of 50% of the lunch per diem unless otherwise approved by the CLS administrator or designee.

2. **Purchase Requests:** The individual having budget responsibility shall initiate all purchases requested from accounts in the 522-budget index within ctcLink. Upon approval of the appropriate authorized staff, the request shall be forwarded to the Purchasing Office for preparation of a field order or check.

    A. In the case of clubs, staff/faculty advisors and student club leaders must first approve.
    B. The Purchasing Office acknowledges receipt of items ordered with packing slips or receipts and items are forwarded to the appropriate area.

3. **Reimbursement:** Reimbursement for personal funds expended should not be expected without prior approval of a budget manager. In addition, budget managers cannot approve expenditures beyond their budget allocation. Proper planning will make it unnecessary to use personal funds for a purchase. All reimbursements in excess of $100.00 must have prior approval of the Purchasing Manager.

4. **Advance Payment:** It may be necessary to request funds in advance of the services prior to performance/arrival. Advance purchases must follow state and college guidelines. Advancement of funds is to be strictly controlled and is not intended to take the place of the regular ordering procedure in the purchase of supplies. Advance payment is appropriate for student group travel (except personal mileage); payment of speakers, officials, entertainers (when called for in their contract); and rental of outside facilities. A request for advance travel funds is made on a State of Washington Travel Authorization Form (Form A-40). These forms must be returned to the Business Office with proper signatures for a travel advance check. These forms must be submitted at least 2 weeks prior to travel. A Travel Expense Voucher (A-20A) must be submitted to the Business Office within 72 hours after returning to campus.

5. **Reporting of Expenses:** The person(s) assigned account responsibility is responsible for the proper disbursement of funds when advance payment has been made. Unexpended funds along with the completed Travel Expense Voucher are to be returned to the Business Office upon return of the group within 24 hours. According to State guidelines, annual expenditure summaries will be published to the Highline College student body and the public.

6. **Emergency Procedures:** Advance planning will make the necessity for emergency purchase a rarity. In cases of genuine emergency, the process may be expedited by contacting the appropriate budget manager for verbal authorization for purchase. This emergency procedure must be followed by the normal procedures outlined elsewhere in this section. In no case is purchasing to be initiated without prior approval from the appropriate budget manager. All students, faculty, and staff shall be personally liable for expenditure commitments made in violation of this procedure.

7. **Appropriate Authorization:** In the event an authorizing staff member for an account is not available to approve an urgent purchase request, the following persons are authorized to sign a request.

    A. Center for Leadership & Service administrator
    B. Vice President for Student Services/CSAO

8. An accounting of all purchase requests granted shall be kept on file with the appropriate budget manager.

Section 2 - Travel

Highline College travel policies and regulations shall apply to all official ASHC travel. Only travel by a recognized ASHC group or organization shall be considered official travel.

A. If ASHC funds are to be used for regional travel by members of a subsidized activity, a Student Prior Approval for Travel Form must be submitted along with all expenses (lodging, meals, transportation, misc.) by the budget manager or coach and approved by the Vice President for Student Services/CSAO. A separate manifest with all student attendee names, student identification numbers, and advisors must accompany the Student Prior Approval for Travel Form.

1. All students traveling with a recognized Highline College program or activity must sign an Informed Consent Form prior to their departure.

2. **Travel and Lodging:** Effective July 1, 2018 the following guidelines have been established for meals while in travel status: breakfast (7:00 am - 9:00 am); lunch (11:00 am - 1:00 pm); and dinner (5:00 pm - 7:00 pm); will be provided at the minimum WA State Employee rate- https://www.ofm.wa.gov/sites/default/files/public/resources/travel/bwmap.pdf

3. When there is a reimbursement requested for lodging, original receipts must accompany the Travel Voucher to the Business Office. The Center for Leadership & Service administrator can approve exceptions to the per diem on an individual case basis up to the published State of Washington per diem rate or travel location.

4. **Authorized Vehicle Operators:** The following personnel, while serving in an official capacity as an agent of the College, are authorized to drive:

   A. Staff members possessing a valid Washington State Driver's License and proof of insurance.
   B. Students possessing a valid Washington State Driver's License and proof of insurance and who have been approved by the CLS Lead Advisor or designee.

5. **Vehicles:** Organizations using any College vehicle will be charged on a per mile basis. Users of college vehicles shall comply with all Motor Pool Regulations. Violations of the Vehicle Policy and/or Motor Pool Regulations will result in the loss of vehicle privileges.

   A. Private Vehicles: The use of private vehicles is strongly discouraged, due to overall risk associated with prior approval by CLS administrators if 522 funds are being used. The approved use of private automobiles is reimbursable at the approved college rate. Reimbursement will be made upon completion and submission of a Travel Expense Voucher.
   B. Rental Vehicles: These organizations utilizing rental vehicles will be required to pay the full amount of the rental charge and all expenses incurred in the use of the vehicle.

6. No travel out of the state shall be made from the appropriated 522 Funds (travel is inclusive of transportation, lodging, and meals,). The Pacific Northwest region shall be defined as the State of Washington and the following contiguous states: Oregon; Idaho and all colleges within the NWAACC for scheduled league contests when athletic travel is involved. Travel activities within 522 programs may apply for an exemption to this out of state rule if: 1) The travel is integral to the purpose and function of the program and the proposed exempted activity is unavailable within state and 2) The out of region travel is pre-approved by the ASHC and the Center for Leadership & Service administrator. If approved, no more than $7500 may be used for out-of-state travel from 522 funds for any one trip regardless of the number of students traveling. There is no cap on fundraised dollars used for out-of-state travel.

Section 3 - Facilities

College programs not ordinarily held on the weekends may incur expenses for custodial and maintenance services. Deductions will be made from organizations, activities, and administrative accounts for these expenses through the normal college accounting process.

Article VII - Contracts

Approval for all contractual agreements pertaining to athletics, recognized student organizations and student sponsored activities must follow college and state guidelines and are the responsibility of the budget manager with final approval by the Vice President for Administration. Contracts signed by students are considered invalid. Responsibility for payment of invalid contracts rests with the individual(s) making the contract and may not be paid from public funds.

Article VIII - Code Limitations

Any of the articles, sections, and parts of this Financial Code shall be decreed inoperable and void if the article, section, or part is contrary to state statutes or Community College District 9 rules or regulations. Written changes will be made on a yearly basis to keep the code up-to-date for persons utilizing 522 funds.

Article IX - Violations

Violations of this Financial Code by any chartered or non-chartered student organization constitute grounds for revocation of the organization's charter and/or suspension or withdrawal of S&A funding. Budget Managers are responsible for ensuring that their program operates within its approved allocation and adheres to all fiscal requirements established in this Code.

Programs that incur a deficit balance shall be subject to corrective action. Any negative year-end balance will result in a reduction of the program's subsequent annual allocation in an amount determined by the S&A Budget Committee.

If a program exceeds its authorized budget by more than 5%, the matter shall trigger formal corrective action, including a financial review and/or investigation as deemed appropriate by the Committee

Article X - Amendment Procedure

Proposed amendments to this Financial Code may be submitted from the S&A Budget Committee for consideration to the Center for Leadership & Service administrator. The Center for Leadership & Service administrator shall review and submit their recommendation back to the S&A Budget Committee along with the proposal to the Vice President for Student Services/CSAO. Following the Vice President for Student Services/CSAO review and favorable recommendation, the proposed amendment will then be returned to the Center for Leadership & Service administrator for insertion into the Financial Code.

APPENDIX

OPEN MEETING ACT

HOUSE BILL NO. 357

FEBRUARY 1980

The multi-member student board which is the governing body of the recognized student association at a given campus of a public institution of higher education is hereby declared to be subject to the provisions of the open public meetings act as contained in this chapter, as now or hereafter amended. For the purposes of this section, "recognized student association" shall mean any body at any of the state's colleges and universities which selects officers through a process approved by the student body and which represents the interests of students. Any such body so selected shall be recognized by and registered with the respective boards of trustees and regents of the state's colleges and universities: PROVIDED, that there be no more than one such association representing graduate students, and no more than one such association representing each group of professional students so recognized and registered at any of the state's colleges or universities.

HOUSE BILL 1480

FEBRUARY 1980

Section 1: It is the intent of the legislature that students will propose initial budgetary recommendations for consideration by the college or university administration to the extent that such budget recommendations are intended to be funded by services and activities fees. It is also the intent of the legislature that services and activities fee expenditures for programs devoted to political or economic philosophies shall result in the presentation of a spectrum of ideas.

Section 2: The Boards of Trustees and the Boards of Regents of the respective institutions of higher education shall adopt guidelines governing the establishment and funding of programs supported by services and activities fees. Such guidelines shall spell out procedures for budgeting and expending services and activities fee revenue. Any such guidelines shall be consistent with the following provisions:

1. Initial responsibility for proposing program priorities and budget levels for that portion of the program budgets that derive from services and activities fees shall reside with a Services and Activities Fee Committee, on which students shall hold at least a majority of the voting memberships and such student members to be recommended by the student government association or its

equivalent. The governing board shall ensure that the Services and Activities Fee Committee provides an opportunity for all viewpoints to be heard during its consideration of the funding of student programs and activities.

2. The services and activities fee committee shall evaluate existing and proposed programs and submit budget recommendations for the expenditure of those services and activities fees to the college or university administration.

3. The college or university administration shall review and publish a written response to the Services and Activities Fee Committee recommendations. This response shall outline areas of difference between the committee recommendations and the administration's proposed budget recommendations.

4. The college or university administration, at the time it submits its proposed budget recommendations for the expenditure of services and activities fees to the governing board, shall also transmit a copy of the Services and Activities Fee Committee recommendations along with any supporting documentation originally provided by the committee and a copy of the administration's response to the committee recommendations. Before adoption of the final budget, the governing board shall address areas of difference between committee recommendations and the administration's budget recommendations presented for adoption by the board. A student representative for the Services and Activities Fee Committee shall be given the opportunity to reasonably address the governing board concerning any such differences.

5. Services and activities fees and revenues generated by programs and activities funded by such fees shall be expended and deposited through the office of the chief fiscal officer of the institution.

6. Services and activities fees and revenues generated by programs and activities funded by such fees shall be subject to the applicable policies, regulations, and procedures of the institution and the budget and accounting act, chapter 43.88 RCW.

7. All information pertaining to services and activities fees budgets shall be made available to interested parties.

Section 3: Sections 1 and 2 of this act are added to chapter 223, laws of 1969 ex. Sess. and to chapter 28B.15 RCW.

Section 4: If any provisions of this act or its application to any person or circumstances are held invalid, the remainder of the act or the application of the provision to other persons or circumstances is not affected.