# LACCD

**Chief Financial Officer/Treasurer**  
**Board Rule/Administrative Regulation Review**

Status as of October 25, 2012

<table>
<thead>
<tr>
<th>Board Rule/Administrative Regulation</th>
<th>Description</th>
<th>Assigned Review Target Date*</th>
<th>Changes Not Necessary</th>
<th>Minor Changes</th>
<th>Major Changes</th>
<th>Expected Submittal to General Counsel for Chancellor/Board for Approval</th>
<th>Submitted to General Counsel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter VII, Article V</td>
<td>Mileage Reimbursement</td>
<td>2014-2015</td>
<td>x</td>
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<td></td>
<td>Dec-12</td>
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<tr>
<td>Chapter VII, Article VI</td>
<td>Budget and Finance</td>
<td>2013-2014</td>
<td>x</td>
<td></td>
<td></td>
<td>Dec-12</td>
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<tr>
<td>Chapter VIII, Article X</td>
<td>Meals</td>
<td>2013-2014</td>
<td>x</td>
<td></td>
<td></td>
<td>26-Oct-12</td>
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<tr>
<td>Chapter VII, Article XII</td>
<td>Certificates of Participation</td>
<td>2013-2014</td>
<td>x</td>
<td></td>
<td></td>
<td>26-Oct-12</td>
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<td>F-5-1</td>
<td>Conference Expense</td>
<td>2012-2013</td>
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<td>F-6-2</td>
<td>Class-related expenditures</td>
<td>2012-2013</td>
<td>x</td>
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<tr>
<td>B-7</td>
<td>Reimbursement for phone calls</td>
<td>2012-2013</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>B-12</td>
<td>Protection of Funds</td>
<td>2013-2014</td>
<td>x</td>
<td></td>
<td></td>
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<td></td>
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<td>B-10</td>
<td>Equipment and Inventory</td>
<td>2013-2014</td>
<td>x</td>
<td></td>
<td></td>
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<td>B-17</td>
<td>Employee group funds</td>
<td>2013-2014</td>
<td>x</td>
<td></td>
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<td>B-16</td>
<td>Trust Accounts</td>
<td>2013-2014</td>
<td>x</td>
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<td></td>
<td>26-Oct-12</td>
<td></td>
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<td>B-13</td>
<td>Scholarship Accounts</td>
<td>2013-2014</td>
<td>x</td>
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<td>B-15</td>
<td>Clearing Accounts</td>
<td>2013-2014</td>
<td>x</td>
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<td>B-11</td>
<td>Write-off of Assets</td>
<td>2013-2014</td>
<td>x</td>
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<td>E-20</td>
<td>Class-related Expenditures</td>
<td>2013-2014</td>
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<td></td>
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<td>E-11.7</td>
<td>Child Care for Calworks</td>
<td>2013-2014</td>
<td>x</td>
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<td>S-2</td>
<td>ASO Funds</td>
<td>2014-2015</td>
<td>x</td>
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<td>S-3</td>
<td>ASO Fund Management</td>
<td>2014-2015</td>
<td>x</td>
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<td>S-4</td>
<td>Expenditures of Associated Student Body Funds</td>
<td>2014-2015</td>
<td>x</td>
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<td>S-5</td>
<td>ASO Accounts</td>
<td>2014-2015</td>
<td>x</td>
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<td>S-6</td>
<td>ASO Operations</td>
<td>2014-2015</td>
<td>x</td>
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<td>S-7</td>
<td>Use of ASO Funds to Hire Classified and Unclassified Employees</td>
<td>2014-2015</td>
<td>x</td>
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<td>Pending College Review</td>
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<td>S-8</td>
<td>Retention of ASO Records</td>
<td>2014-2015</td>
<td>x</td>
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<td>Pending College Review</td>
<td></td>
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<tr>
<td>S-9</td>
<td>Eligibility for Associated Student Organization Offices</td>
<td>2014-2015</td>
<td>x</td>
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<td>Pending College Review</td>
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<tr>
<td>S-10</td>
<td>ASO Election Procedures</td>
<td>2014-2015</td>
<td>x</td>
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<tr>
<td>S-11</td>
<td>Student Representation Fee/Fund Account</td>
<td>2014-2015</td>
<td>x</td>
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<td></td>
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<tr>
<td>S-12</td>
<td>ASO Fund Raising Campaigns and Other Collections with Outside Agencies</td>
<td>2014-2015</td>
<td>x</td>
<td></td>
<td></td>
<td>Pending College Review</td>
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<tr>
<td>S-14</td>
<td>ASO Stipends</td>
<td>2014-2015</td>
<td>x</td>
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</tbody>
</table>

*Assigned by General Counsel, C-3*
CONFIRMATION OF PERIODIC REVIEW

Complete Boxes 1, 2, 3 and 4 and return to the Office of General Counsel.

Box #1 – Responsible Administrator
Name: Jeanette Gordon

Title: Chief Financial Officer/Treasurer

Box #2 – Subject matter
Board Rules Reviewed:
   Chapter VIII, Article X, Meals

Administrative Regulations Reviewed:

Box #3 - Outcome
X No changes are recommended at this time.
☐ Changes are recommended and
   ○ Expected to be submitted to the Chancellor for authorization by

   (date) _______________________
   ○ Expected to be noticed for Board consideration by

   (date) _______________________

Comments:

Box #4 - Signature

SIGNED 10/25/12
DATED
CHAPTER VII

ARTICLE X

MEALS AND REFRESHMENTS AT FORMAL DISTRICT FUNCTIONS

71000. CHANCELLOR'S AUTHORIZATION TO EXPEND FUNDS. The Chancellor may authorize actual and necessary expenditures from the General Fund for meals and refreshments served at District events, meetings, and conferences if the serving of meals or refreshments directly facilitates a District purpose or function.

71000.10 Appropriate Functions or Events. Listed below are events at which such expenditures may be appropriated:

1. In-service Training Events; and
2. Educational Conferences and Events; and
3. Selected committees not covered under Personnel Commission's authority; and
4. Special functions that directly serve a District need or function.

71000.11 Disallowed Reimbursables. District expenditures for meals and refreshments are NOT allowed for routine administrative meetings, budget planning sessions or other types of informal meetings that are held in the normal course of performing a job.

71000.12 Prohibitions Consistent with California Law. In order to overcome prohibitions against gifts of public funds and conflicts of interest, expenditures for non-employees must be consistent with California law and with the purpose for which the District was established.

Adopted 10-25-95
Requests for Expenditures. All requests for expenditures shall be prepared in accordance with the Business Services Procedures guidelines. Each request must be submitted prior to the event on the Request for Food Purchase form and approved by the appropriate College President, Deputy Chancellor or designee and Division (Office)/Department Head at the College or District Office.

Advance Relevant Payments. Advance payments may be authorized to caterers, restaurants, hotels and other providers of food service when required.

Other Costs. Tips or other food service related gratuities are allowed if payment is supported by a printed transaction receipt. Such tips and gratuities cannot exceed 15% of the subtotal of the food purchase costs. "Service charges" are allowed in cases where the caterer, restaurant, hotel and/or other provider or food service adds the charge to the invoice. The District will pay this charge as a cost of doing business.

Expenditures for intoxicating spirits are not allowed except in accordance with Board Rule 10704.

Adopted 10-25-95
Amended 06-24-09
CONFIRMATION OF PERIODIC REVIEW

Complete Boxes 1, 2, 3 and 4 and return to the Office of General Counsel.

Box #1 - Responsible Administrator
Name: Jeanette Gordon
Title: Chief Financial Officer/Treasurer

Box #2 - Subject matter
Board Rules Reviewed:
Administrative Regulations Reviewed:
  B-13, Scholarship Accounts

Box #3 - Outcome
☒ No changes are recommended at this time.
☐ Changes are recommended and
  ☐ Expected to be submitted to the Chancellor for authorization by
    (date) 2/25/12
  ☐ Expected to be noticed for Board consideration by
    (date) 2/25/12
Comments:

Box #4 - Signature

Signed 2/25/12
Dated 2/25/12
POLICY

"A" scholarship accounts are established only by transfer of Associated Students funds and/or by donations from individuals or groups within the Associated Students Organization.

REGULATIONS

1. "A" scholarship accounts shall be established only with the prior written approval of the College President.

2. "A" scholarship awards may be made only to paid members of the Associated Students Organization.

3. "A" scholarship funds shall be used only for the purpose of assisting worthy students as determined by the College President or his designee, to remain in the college. "A" scholarship awards shall be considered gifts which may be repaid at the will of the recipient.

4. "A" scholarship accounts, in total, may at no time exceed an amount equal to $2 per unit of average daily attendance for the preceding year.

5. "A" scholarship accounts derived from Associated Students funds fall into three major classes:
   a. Scholarship Investments - Invested funds where interest alone is used for scholarship purposes.
   b. Scholarship Trusts - Funds placed in trust and the principal used for scholarship purposes.
c. **Direct Budget Allocations** - Which shall be limited to 2% of the total budget, and which shall not be made where scholarships exceed the allowable maximum.

6. Interest earned by "A" scholarship accounts other than specified Scholarship Reserves (5-a above) shall be credited to the Associated Student Body Fund and not to the scholarship account.
CONFIRMATION OF PERIODIC REVIEW

Complete Boxes 1, 2, 3 and 4 and return to the Office of General Counsel.

Box #1 – Responsible Administrator
Name: Jeanette Gordon
Title: Chief Financial Officer/Treasurer

Box #2 – Subject matter
Board Rules Reviewed:
   Chapter VII, Article XII, Certificates of Participation

Administrative Regulations Reviewed:


Box #3 - Outcome
X No changes are recommended at this time.
□ Changes are recommended and
   ○ Expected to be submitted to the Chancellor for authorization by
      (date) ______________________
   ○ Expected to be noticed for Board consideration by
      (date) ______________________

Comments:

Box #4 - Signature

SIGNED

DATED
CHAPTER VII

ARTICLE XII

ISSUANCE OF CERTIFICATES OF PARTICIPATION

72000. GENERAL PURPOSE. The Board of Trustees is authorized under the Education Code to provide for the financing of the acquisition, construction and/or installation of equipment and/or real property and/or other capital improvements through the execution and delivery of certificates of participation, each which evidences the proportionate interests of owners in certain lease payments made by the District. Certificates of Participation ("COPs") are bonds, notes, warrants or other evidence of indebtedness issued by the District for this purpose.

Adopted 02-11-04

72000.10 DUE DILIGENCE.

(a) Submission of materials. Prior to the Board taking an action authorizing the issuance of COPs, the following written materials must be submitted to the Chancellor’s designee by the location requesting the COPs issuance:

i. A full description of the purpose of such financing, including justifications for this need and a disclosure of other financing alternatives;

ii. Identification of a dedicated revenue stream for debt repayments, including the impact that the dedication of the revenue stream may have on other programs conducted by that location; and,

Adopted: 02-11-04
iii. An analysis of the risks involved with the COPs issuance (e.g., reliability of income stream, changing conditions, etc.);

iv. Any other relevant information that substantiates or would materially impact the appropriateness of issuing COPs.

(b) **Chancellor's review.** The Chancellor's designee shall fully review all of the submitted materials, conduct additional inquiry as he or she deems necessary, and make a recommendation to the Chancellor. The Chancellor may then determine whether to recommend the issuance of COPs to the Board of Trustees.

Adopted 02-11-04

72000.11 **BOARD RESOLUTION.** If the Chancellor determines to recommend the issuance of the COPs, the Board of Trustees will be presented with a proposed resolution authorizing such an action. The Board President may elect to have an initial review by an appropriate Board committee prior to consideration by the full Board of Trustees.

Adopted: 02-11-04