

**Title: Auxiliary Account Assessments**

- Initial Action:** April 29, 1999
- Board Resolution:** 99-042
- Last Revised**
  - Policy:**
  - Procedure:** 09/27/2017
- Last Reviewed:** 12/14/2022, 11/08/2017
- Effective:** 12/14/2022
- Next Review:** 10/20/2025
- Responsibility:** Finance and Administration

**Policy:**

**In order to provide funds for governance groups and other employee-related activities, the College will annually assess an administrative fee against each auxiliary sub-fund based on the total gross revenue excluding grants and donations for the fiscal year.**

**Procedure:**

1. Each auxiliary sub-fund (i.e. 7-723), except those receiving funds, will be charged one percent of the total gross revenue excluding grants and donations at the end of each fiscal year.
2. The funds generated from this charge will be distributed by the Vice President of Finance in the best interest of the College to various activities or groups, such as:
  - Academic Senate
  - Classified Staff Organization
  - Administrative/Professional Staff Organization
  - Sunshine Club
  - Faculty Recognition
  - Other activities for employees
3. The amount of funds received by each governance group will not be less than the amount received the prior year.
4. In order to access these funds, the treasurer of each group or activity coordinator shall submit a budget for the allocation of these funds by August 20 to the Vice President of Finance. Funds will be available September 1.