



Napa Valley College District Auxiliary Services Foundation (DAS)

Financial Policies and Procedures

AO 6350 Records and Annual Report of Auxiliary Organizations

I. PURPOSE

To provide management with policies and regulations governing Napa Valley College District Auxiliary Services (DAS) records retention and Annual Reporting in accordance with NVC Board Policy BP 3600 – Rules for Auxiliary Organizations.

II. SCOPE

This policy applies to the Napa Valley College District Auxiliary Services (DAS) Foundation.

III. Background and Purpose BP 3600

IV. Policy and Regulations

- A. Personnel and payroll records shall be maintained as permanent records by each auxiliary organization.
- B. Adequate records of all other transactions of an auxiliary organization shall be maintained for a minimum of five years and in accordance with the Foundation's Records Retention Policy. Transactions of the organization include, but are not limited to, purchases, disbursements, and investments.
- C. An annual report shall be submitted to the Board of directors of the auxiliary organization and to the Superintendent/President by September 15. The report shall include, but is not limited to:
 - 1. All financial statements required to be filed with the California Community Colleges Chancellor's Office
 - 2. A comparison of budgeted and actual expenditures
 - 3. A description of major accomplishments of the organization
 - 4. A description of improvements proposed for operation of the organization.

D. Records maintained by an auxiliary organization shall be available to the public to inspect or copy at all times during the office hours of the auxiliary organization, pursuant to and with the exceptions provided in Education Code Sections 72690 et seq.

1) RELATED POLICIES

- i) NVC Doing Business Guide, Budget Manual, and other guiding documents informing the NVC Financial Services office.

Adopted XX/XX/XX