

LOS ANGELES COMMUNITY COLLEGES  
OFFICE OF THE CHANCELLOR  
ADMINISTRATIVE REGULATIONS

INDEX NUMBER AO-11

<b>REFERENCE:</b> Board Rules, Chap. XIII Article 13109.10	<b>TOPIC:</b> Records and Annual Report of Auxiliary Organizations
<b>ISSUE DATE:</b>	<b>INITIATED BY:</b> Business Services
<b>CHANGES:</b>	<b>DATE OF CHANGES:</b>

1. Personnel and payroll records shall be maintained as permanent records by each auxiliary organization.
2. Adequate records of all other transactions of an auxiliary organization shall be maintained for a minimum of five (5) years. Transactions of the organization include, but are not limited to, purchases, disbursements, and investments.
3. An annual report shall be submitted to the board of directors of the auxiliary organization and to the Chancellor of the District by September 15. The report shall include but is not limited to:
  - a. All financial statements required to be filed with the Board of Governors' Office;
  - b. A comparison of budgeted and actual expenditures;
  - c. A description of major accomplishments of the organization;
  - d. A description of improvements proposed for the operation of the organization.