

***Related Fiscal Activities currently carried out by the Academic Senate President and
Administrative Assistant as of 9 September 2026***

Exchange Bank (EB) – Checking and Savings Accounts – Related Activities

- Prepare EB checks for approved purchases/invoices
- Prepare EB checks for reimbursement to AS President for meeting supplies
- Gather approved signatures (2 needed)
- Process /deposit donation checks
- Balance/audit accounts
- Create EB online banking access
- Update EB with approved signatures as needed (when executive team turnover)
- Order check supplies

Fundraising Related Activities

- Fundraising for Senator participation in Fall and/or Spring ASCCC Plenary Sessions.
- Fundraising for payroll deductions in support of growing EB balances
- Fundraising for Coffee Café for faculty and staff in coordination with Human Resources and the President's office.