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[DISCUSSION DRAFT]

91st SESSION
2015-2016

S. B. ##

CREATION OF FINANCE DEPARTMENT AMENDMENT

IN THE SENATE OF THE STUDENT GOVERNMENT ASSOCIATION
OF BAKERSFIELD COLLEGE

FEBRUARY 23, 2016

SUBMITTED BY SENATOR HERNDON TO THE BCSGA SENATE

A BILL

Creation of Finance Department Amendment

Whereas, BCSGA officers work together to sustain all areas of the organization and promote student well- being in all facets of student life;

Whereas, the Director of Finance works to review and maintain the association's budget and allocate for appropriate expenditures to benefit the student body;

Whereas, the Director of Finance should oversee the *Department* of Finance to be most efficient and effective;

Be it enacted by the Senate of the Bakersfield College Student Government Association that COBRA 602 be removed;

Furthermore, be it enacted by the Senate of the Bakersfield College Student Government Association that Addendum A be placed as COBRA 504.

Creation of Finance Department Amendment

ADDENDUM A

Chapter 4. DEPARTMENT OF FINANCE

Section 01: Establishment

- a) Here establishes the Department of Finance as an entity of the Association, which works collaboratively with the BC Office of Student Life, as well as with other college departments, to maintain the Association budget and its affiliated accounts.

Section 02: Mission

- a) The Department of Finance manages the accounts of the Association. The Department of Finance establishes a transparent way to inform the constituents regarding the expenditures and revenues of BCSGA. The Department of Finance shall ensure responsible expenditure of Association funds. The department shall review finance bills, review spending practices, regularly review the current balances sheets, inspect budgets and expenses of committees and departments, and generally have within its charge the finances and budget of the Association.

Section 03: Responsibility

- a) The responsibilities of the department are: 1) Review all Association financial accounts quarterly 2) Assist the President to plan, approve, and submit the initial Annual Budget. 3) Determine the disposition of financial requests, which alter the original fiscal operation plan, such as creation/deletion of accounts, transfer of funds, account augmentation, etc.

4) Oversee fiscal accountability of Association funds. 5) Monitor, evaluate, and assist the Director of Finance in the execution of the Association budget expenditures and record keeping. 6) Review the Annual Budget along with the Department budgets to ensure expenses and projected expenditures agree with the Finance Code 7) Review and update the Finance Code as needed 8) Advise the Senate on budgetary matters, and shall recommend appropriate action to keep expenditures within the current budget 9) Other matters that relate to the Department of Finance.

Section 04: Composition of Finance Department

a) The Finance Department is composed of the following individuals with voting authority:

- 1) Director of Finance (who will act as the Finance Chair)
- 2) Two (2) BCSGA Senators (one of which will act as the Budget Analyst)
- 3) One (1) student-at-large (appointed by the Director of Student Life)
- 4) The Director of Student Life

Section 06: Budget Analyst

a) ESTABLISHMENT: Hereby establishes the Budget Analyst, selected from the Finance

Committee membership and approved by the BCSGA Advisor.

b) DUTIES: The duties of the Budget Analyst include, but are not limited to the following: 1) To serve as the Secretary of the Department through the preparation of agendas, documentation of minutes, and any other tasks related to meetings of the Department; and 2) Act as the Director of Finance in the absence of or at the request of the Director 3) Oversee all allocations and tasks relating to the distribution of CCA Grants 4) Perform all other duties as needed by the Director of Finance

Section 07: Department of Finance Procedures

a) Action taken at any Department of Finance meeting is not considered legal unless there is a

- quorum of three voting members and the BCSGA Advisor.
- b) A 2/3 vote is required for Department of Finance approval on an item, regardless of the number of committee members present.
 - c) Association expenditures from the approved Annual Budget line items do not require Department of Finance approval prior to those expenditures. However, all requests pertaining to the alteration of the initial Annual Budget must be referred to the Department of Finance before submission to the Senate for action. Recommendations of the Department of Finance on all requests received must be reported in Senate Appropriation Bills.
 - d) Actions of the Department of Finance may be overridden or amended by a 2/3 of the Senate, present and voting at the meeting when such actions are reported. Actions overridden or amended shall be referred back to the Department of Finance for further consideration.
 - e) Only the Director of Student Life shall have the authority to determine the budgetary source or sources of budget line items.
 - f) The BCSGA Advisor shall review all proposed Association fund expenditures and may disallow inappropriate expenditures. If the BCSGA Advisor disallows expenditures, the BCSGA Advisor shall notify the Department of Finance.