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[DISCUSSION DRAFT]

91st SESSION
2015-2016

S. B. ##

FINANCE DEPARTMENT REVISIONS AMENDMENT

IN THE SENATE OF THE STUDENT GOVERNMENT ASSOCIATION
OF BAKERSFIELD COLLEGE

FEBRUARY 5, 2016

SUBMITTED BY SENATOR HERNDON TO THE COMMITTEE ON GOVERNMENT OPERATIONS

A BILL

Finance Department Revisions Amendment

Whereas, the Committee of the Department of Finance is not a Senate Committee and thus has different specifications;

Be it enacted by the Senate of the Bakersfield College Student Government Association that COBRA 602.01-602.07 reads as follows:

Chapter 2. DEPARTMENT OF FINANCE COMMITTEE

Section 01: Establishment

- a) Here establishes the Department of Finance Committee 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 Committee manages the accounts of the Association. The Finance Committee establishes a transparent way to inform the constituents regarding the expenditures and revenues of BCSGA. The Finance Committee shall ensure responsible

expenditure of Association funds. The committee 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 is:
- 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 Finance Committee.

Section 04: Composition of Finance Committee

- a) The Finance Committee is composed of the following individuals with voting authority:
- 1) Director of Fiance (who will act as the Finance Chair)
 - 2) Thee (3) BCSGA Senators (one of which will act as the Finance Manager)
 - 3) One (1) student-at-large (appointed by the Director of Student Life)
 - 4) The Director of Student Life

Section 06: Finance Manager

- a) ESTABLISHMENT: Hereby establishes the Finance Manager, selected from the Finance

Committee membership and approved by the BCSGA Advisor.

b) DUTIES: The duties of the Finance Manager 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)

Perform all other duties as needed by the Office of the Finance Manager