ROUGHDRAFT

Student Senate for California Community Colleges:

Region V Finance Code

***Article I: Annual Budget***

Section 1:

A recommended annual budget shall be prepared by the Treasurer in the spring semester for the following academic year for the Region V Council’s review and possible adoption in relation to the Region’s recommendations on Fiscal priorities.

Section 2:

The Region shall no later than one week before the end of the spring semester adopt a budget.

Section 3:

The budget shall be approved by a majority of the Region delegates in attendance.

Section 4:

Changes that affect the budget adopted, for example, adding or subtracting line items of change in amounts, must be approved by a majority vote of the Region before implementation.

***Article 2: Purchases/ Request for Funds***

Section 1:

All Region fund request must be signed by the Chair and Treasurer. Purchases for more than $50.00 and purchases not specified to line items in the annual budget must be approved by the Region.

Section 2:

The Treasurer shall advise the Region regarding all financial matters presented.

Section 3:

Purchases using regional funds that will require region approval must be approved prior to the desired purchase.

***Article 3: Reimbursement Procedure***

Section 1:

The Reimbursement process for an approved purchase shall complete the following steps:

* Filling out Required Forms
* Acquiring signature of Chair and Treasurer
* Attach receipts and minutes from the meeting where the expenditure was approved
* Turn into overseer of Region Account

***Article 4: Use of Regional Funds***

Section 1:

Region funds may not be used for supplies and equipment whose use and purpose does not directly and visibly benefit the students of Region V.

***Article 5: Location and Overseer of Regional Funds***

Section 1:

Region funds shall be held at the campus of the current Region Treasurer. As a line item in the Associated Student Organization's Account/Budget.

Section 2:

All deposits, withdraws, and other transactions shall be done in the same methods as the campus Associated Student Organization.

Section 3:

The only authorized officers to conduct financial business for the Region V Council are the Regional Chair, Vice Chair (in the case the Chair is unable to be present), and Regional Treasurer.

Section 4:

All Funds shall be transferred under the authority of the previous term's officers to the elected treasurer's campus by July 1st.

Section 5:

The Full legal name of the authorized individuals (per Art. 5 Sec. 3 of Finance Code) will be given to the overseeing college's accountant by the first meeting in July.

**Article 6: Amendments to Finance**

Section 1:

This document may be amended by a two-thirds vote of the Region. All amendments must be submitted to the Budget Advisory Committee for review, they will then submit the agenda item request to the Region Chair for action to be taken.