

**Las Positas College
Student Government
(LPCSG)**

Proposed Budget Code



This edition adopted: *Date*

LPCSG BUDGET CODE

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ARTICLE I: BUDGET COMMITTEE

Section 1: Budget Committee Membership

The LPCSG Budget Committee shall be comprised of:

- A. Chair
 - a. Finance Officer
- B. Voting Members:
 - a. At least two (2) LPCSG Senators appointed by the Chair and confirmed by the LPCSG Senate by a two-thirds (2/3) majority.
- C. Advisory Members:
 - a. LPCSG Advisor

Section 2: Duties and Responsibilities of Budget Committee

The Budget Committee shall:

- A. Oversee the LPCSG Budget for the current and coming fiscal school year.
- B. Review monthly budget reports and expenditures for the LPCSG Budget.
- C. Coordinate the annual budget allocation process.
- D. Present all budget recommendations to the LPCSG Student Senate for approval.
- E. Ensure each LPCSG fund has adequate money for all planned expenditures.
- F. Act in accordance with the LPCSG Constitution, LPCSG Senate Bylaws, and LPCSG Codes.
- G. Shall meet at least once a month during the Fall and Spring semester. The committee should meet weekly if an annual budget has not yet been approved for the current year.

Section 3: Individual Duties and Responsibilities

- A. The Finance Officer shall:
 - a. Serve as chair for the LPCSG Budget Committee
 - b. Create a spreadsheet to track expenditures and LPCSG accounts.
 - c. Shall have an up to date record of the current LPCSG budget and expenditures at each LPCSG Student Senate meeting. If not able to attend, another senator assigned to the LPCSG Budget Committee should bring the budget in their place.

ARTICLE II: BUDGET SCHEDULE & PROCEDURE

Section 1: Budget Schedule

The LPCSG Budget schedule shall roughly follow the schedule below:

- A. Fall Semester Week One (1): _____ Review Tentative Budget
- B. Fall Semester Week Two (2): _____ Approve Budget
- C. Spring Semester February: _____ Begin Reviewing and Drafting Budget for next Year
- D. Spring Semester March: _____ Present Future Budget Plan to LPCSG Senate
- E. Spring Semester April: _____ Revise and Update Budget
- F. Spring Semester May: _____ Approve Tentative Budget for Following Year

Section 2: Primary Budget Approval Procedure

- A. The Budget Committee shall discuss and draft budget plans during each meeting.
- B. The Budget Committee shall bring their recommendations to the LPCSG Student Senate for discussion and approval by a two-thirds (2/3) majority vote.

Section 3: Unallocated Budget Expenditure Procedure

If funds for an expenditure are not allocated in a currently approved budget the following procedure must be used.

- A. Discussion of the expenditure must take place in a LPCSG Student Senate meeting.
- B. Confirmation must be received from the Finance Officer or another Budget Committee member that there are adequate funds for the expenditure without impeding other already planned expenses.
- C. A two-thirds (2/3) majority vote is needed in the LPCSG Student Senate to approve the discussed expenditure.

Section 4: Tentative Budget for Following Year Procedure

The LPCSG Budget Committee should draft and approve a tentative budget for the following year to ensure smooth operations at the beginning of the next school year.

- A. Review budget for the current year as a base for the following year’s tentative budget and create a rough draft starting in February.
- B. Present rough draft of the budget to the LPCSG Student Senate for discussion and input from the Student Senate.
- C. Further review and alteration of the tentative budget during the Budget Committee meeting with continued input from the rest of LPCSG.
- D. Approval of the LPCSG tentative budget for the following year shall be approved by a two-thirds (2/3) majority.

ARTICLE III: BUDGETS

Section 1: Use of LPCSG Funds

All expenditures of the LPCSG must be in an approved budget or follow procedure for extraneous expenditures.