



# Finance Committee Guidelines & Responsibilities

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**Hartnell's Finance Committee**

Everything stated follows the Brown act and is transparent. The committee will serve as a liaison to the Associated Students of Hartnell College (ASHC) and the Inter-club Council (ICC) in terms of budgeting and financial reporting. The committee will assist in processing funding requests and review other financial requests during meetings. It is the Finance Committee's utmost duty to advocate against unnecessary spending done without the advice and consent of the Finance committee.

**What is the finance committee?**

The Finance committee is responsible for the development of ASHC's budget and its approval, as well as overseeing ICC funds.

**Budget Approval**

Finance reviews other financial requests submitted to the ASHC Senate in its committee meetings. Requests would then be recommended to the ASHC Senate for approval. All financial activities of the ASHC Senate must legally comply with all district rules, and local, state, and federal laws.

**The Finance Committee shall consist of the following members:**

- Chair
- Vice-Chair
- Associate member
- Secretary

**Responsibilities of Chair**

- Treasurer shall serve as chair
- lead finance committee meetings
- Present monthly reports of Budget to present to ASHC meetings
- analyze spending behaviors and consult with ASHC before making purchases
- review request funds for reimbursements prior to club allocations
- oversee ICC budget and club accounts

**Responsibilities of Vice-Chair**

- Lead in an absence of Chair
- Assist in creating monthly reports and budget projections
- review the budget reports
- consult with Advisor and Chair on spending

**Responsibilities of Secretary**

- Record meeting notes
- create agendas for committee meetings
- assist in organizing consulting appointments
- attend ASHC meetings and ICC meetings

**Associate member**

- Maintain readability in reports
- Ensure transparency