



The University of West Florida Student Government Association

Treasurer Responsibilities

Legislation: 23-24 Bill # I

Author(s): Senate Pro Tempore Hicks

First Reading: <u>9/8/2023</u>	Second Reading: <u>9/8/2023</u>
Yes: 11	Yes: 11
No: 0	No:0
Abstain: 0	Abstain: 0

Ms. Bravian Hicks
Senate Pro Tempore

Be it known that Student Government 23-24 Bill # I is hereby signed on _____.

Pass Veto

Date

Ms. Ariauna Range
Student Body President

Chapter 202: Treasurer Duties and Responsibilities

202.01 The President, Vice President, and Treasurer shall be responsible for the administration of the Student Government Association budget. All expenditures shall require the signature of the Treasurer and the President, or the Treasurer and the officer to whom the Senate delegated the budget.

202.02 The Treasurer shall be responsible to the student body, the Student Senate, and the Student Body President for the accurate and current record-keeping of all transactions made. All such records shall be maintained by the Coordinator Advisor of the Student Government Association, who shall keep the records on file in a secure central location and ensure that they are available for public inspection. The Treasurer shall be responsible for notifying the Student Body President and Student Senate of any irregularities.

202.03 The Treasurer shall be responsible for presenting an updated budget to the Student Senate once every month. The date shall be determined by the Vice President.

202.04 The Treasurer shall hold at least one meeting bi-monthly with each budget-holding member in Student Government Association.

202.05 The Treasurer shall review the expenditures of the Student Government Association budget holding members for inconsistencies with the Student Government Association internal budget. Any improper uses of funding should be reported to the Student Body President for review.

202.06 The Treasurer shall serve as the chief financial advisor to the student body President. They should regularly brief them on changes to internal budget projections, Activity and Service Fee projections, and pro forma, and budgetary issues relating to their role on the Board of Trustees and any other board the President serves on.

202.07 The Treasurer shall attend one Budget and Allocations Committee meeting a month. The Budget and Allocations Committee Chair shall determine which meeting the Treasurer shall attend for that month.

~~202.08 The Treasurer shall attend all Budget and Allocation Committee meetings, and shall prepare budget scenarios, projects, or other special projects at the request of the Budget Committee Chair. They should consult with the Activity and Service Fee Coordinator as necessary.~~

202.08 The Treasurer shall be responsible for having a general understanding of all University budget entities.

202.09 The Treasurer shall receive a stipend of \$2,500.00, which shall be allocated appropriately throughout the course of their term.