

**Bergen Community College**  
**Board of Trustees**  
**Section: FIN**

**Policy #** FIN: 007-001: 2018

**Effective Date:**

**Responsible Official:**  
Executive Director of Finance

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**Name: CG: Annual Financial Statement**

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**Reason for Policy:**

The Higher Education Restructuring Act requires that Bergen Community College put into effect a system for tracking expenditures for governmental relations, public relations, and legal costs; therefore, the Board of trustees of Bergen community College enacts the following policy.

**Entities Affected by this Policy:** College community

**Policy Statement:**

1. The chief Financial Officer of Bergen Community College shall prepare an annual financial statement of Bergen Community College which shall, in addition to providing other information, contain a listing of the expenditures of Bergen Community College for governmental relations, public relations, and legal costs.
2. That the financial statement to be prepared by the Chief Financial Officer of Bergen Community College shall be completed and presented to the Board of Trustees at the meeting of the Board of Trustees in the month of November of each year.
3. That the financial statement prepared by the Chief Financial Officer of Bergen Community College shall be made available to the public and shall be kept for such inspection in the offices of the Chief Financial Officer of Bergen Community College.

**Procedures:**

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**Related Documents/Policies:**

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## **Policy History:**

Adopted: 4/5/1995

Amended:

Updated: 5.25.18