

## LEGISLATIVE COMPLIANCE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Owner.

<b>Category:</b>	F. Finance
<b>Parent Policy:</b>	F15
<b>Approval Date:</b>	February 13, 2017
<b>Effective Date:</b>	February 13, 2017
<b>Procedure Owner:</b>	Chief Financial Officer

<b>Overview:</b>	
<b>Procedures:</b>	<p><b>Process for Compliance Review</b></p> <ol style="list-style-type: none"> <li>1. The controller will provide a list of legislation to functional area leaders as of December 31st and June 30th</li> <li>2. Functional area leaders are responsible for             <ol style="list-style-type: none"> <li>a. Reviewing the list</li> <li>b. Identifying applicable legislation</li> <li>c. Reviewing and completing the legislation register along with risk rating in conjunction with applicable college policies and procedures to confirm compliance</li> </ol> </li> </ol> <p><b>If the Review Results in Non-Compliance</b></p> <p>If review of legislation in conjunction with applicable college policies and procedures identifies non-compliance:</p> <ol style="list-style-type: none"> <li>1. The functional area leader must complete a risk assessment and provide a risk rating for non-compliance by completing a Risk Analysis Worksheet in KiSSFLOW</li> <li>2. Provide a plan for achieving compliance. Suggested process includes:             <ol style="list-style-type: none"> <li>a. Identify policy and/or procedures that require revision</li> <li>b. Identify new policy and/or procedures</li> <li>c. Revise or enact as required, college policies and procedures to ensure they accurately reflect and meet current legislative requirements</li> <li>d. Educate/train applicable employees about their legislative compliance requirements</li> </ol> </li> <li>3. The controller will draft an institutional legislative compliance report once functional area review is complete and provide it to the Chief Financial Officer for review</li> <li>4. The Chief Financial Officer will provide the report to the audit committee once a year as part of enterprise risk management and compliance review</li> </ol>

**Definitions:**

**Related Information:**

**Review Period:**

**Revision History:**

3 years

New: February 2017