

## AP 6300 Fiscal Management

Reference:

***Education Code Section 84040(c); Title 5 Section 58311; Accreditation Standard III.D.2***

1. The Superintendent/President shall establish procedures to assure that the District's fiscal management is in accordance with the principles contained in Title 5, Section 58311, specifically:
  - a. Provide for responsible stewardship of available resources.
  - b. Provide for safeguarding and managing District assets to ensure ongoing effective operations; maintenance of adequate cash reserves; implementation and maintenance of effective internal controls; determination of sources of revenues prior to making short-term and long-term commitments; establishment of a plan for the repair and replacement of equipment and facilities.
  - c. Provide for an organizational structure that incorporates a clear delineation of fiscal responsibilities and staff accountability.
  - d. Provide that the appropriate administrators keep the Board current on the fiscal condition of the District as an integral part of policy and decision-making.
  - e. Provide for development and communication of fiscal policies, objectives and constraints to the board, staff and students.
  - f. Provide for an adequate management information system that gives timely, accurate and reliable fiscal information for planning, decision making and budgetary control.
  - g. Provide for appropriate fiscal policies and procedures and adequate controls to ensure that established fiscal objectives are met.
  - h. Provide a process to evaluate significant changes in the fiscal environment and make necessary, timely, financial and educational adjustments
  - i. Provide both short term and long term goals and objectives, and broad based input coordinated with District educational planning.
  - j. Ensure that adjustments to the budget are made in a timely manner.
2. The books and records of the District shall be maintained pursuant to the *California Community Colleges Budget and Accounting Manual*.
3. As required by law, the Board of Trustees shall be presented with a quarterly report showing the financial and budgetary conditions of the District.
4. As required by the *California Community College Budget and Accounting Manual*, expenditures shall be recognized in the accounting period in which the liability was incurred.

Approved by Planning and Budget Committee May 24, 2006