

Business and Fiscal Affairs

AP 6300 FISCAL MANAGEMENT

References:

Education Code Section 84040(c);
Title 5 Section 58311;
ACCJC Accreditation Standard III.D.9 (*formerly III.D.2*)
2 Code of Federal Regulations Parts 200.302(b)(6)-(7), 200.305 and 200.400 et seq.

The Chief Business Officer shall:

- Ensure responsible stewardship of available resources.
- Safeguard and manage 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.
- Create an organizational structure that incorporates a clear delineation of fiscal responsibilities and staff accountability.
- Develop and communicate the fiscal condition, fiscal policies, objectives, and constraints to the Board, staff, and students.
- Maintain a management information system that gives timely, accurate, and reliable fiscal information for planning, decision making, and budgetary control.
- Provide appropriate fiscal policies and procedures and adequate controls to ensure that established fiscal objectives and regulatory reporting requirements are met.
- Establish a process to evaluate significant changes in the fiscal environment and make necessary, timely, financial, and educational adjustments.
- Provide both short-term and long-term fiscal information to support institutional planning.

- The District shall also adhere to the cost principles as set forth in 2 Code of Federal Regulations Parts 200.302(b)(6)-(7), 200.305 and 200.400 et seq.
- Procedures for determining allowability of costs in accordance with EDGAR Second Edition Subpart E, Cost Principles (US Department of Education Uniform Guidance).
- Procedures to implement the requirements of 2 Code of Federal Regulations Part 200.305 governing payments (Federal Regulation for Grants and Agreements).

Office of Primary Responsibility: Administrative Services

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