



## **AP 6300                      FISCAL MANAGEMENT**

### **References:**

Education Code Section 84040(c); Title 5 Section 58311;  
ACCJC Accreditation Standard III.D.9 (*formerly III.D.2*)

The Superintendent/President shall ensure that the fiscal procedures of the District are sound and comply with Title 5 and the California Community Colleges Budget and Accounting Manual. The Superintendent/President has responsibility for stewardship of the available resources of the District and for ensuring that the following fiscal practices are in place to:

- Safeguard and manage District assets, maintain adequate cash reserves, implement and maintain effective internal controls, and determine sources of ongoing and one-time revenues prior to making short-term and long-term commitments.
- Establish a plan for the repair and replacement of equipment and facilities.
- Delineate fiscal responsibilities and establish employee accountability within the organizational structure of the institution.
- Manage auxiliary activities that have a fiscal impact on the District in a manner consistent with the mission of the District, and comply with sound accounting and budget principles, public disclosures, and annual independent audit requirements.
- Ensure the Board of Trustees is current on the fiscal condition of the District as an integral part of the policy and decision-making process.
- Effectively utilize available human and facility resources and ensure that staffing costs do not exceed estimates of available financial resources.
- Ensure relevant planning processes consider reasonable future costs associated with maintenance, upgrade, repair, replacement, and use.
- Provide public presentations that are clear, transparent, and effective in communicating the financial information of the District.
- Effectively communicate fiscal policies, budget, objectives, procedures, and constraints to the Board of Trustees, employees, and students.
- Provide for an adequate management information system that gives timely, accurate, and reliable fiscal information for planning, decision-making, and budgetary control.
- Establish appropriate fiscal policies and procedures and adequate controls to ensure that established fiscal objectives are met.
- Provide a process to evaluate significant changes in the fiscal environment and recommend fiscal adjustments in a timely manner.
- Implement fiscal planning processes that include both short-term and long-term goals and objectives and broad-based input coordinated with District planning.
- Ensure the District's capital outlay budget is consistent with available resources.

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**Approved:** April 27, 2015

**Legal Reference Update #25:** November 2014

**Revised:** October 20, 2015