

Policy Change	<input type="checkbox"/>	Constituency Group Review	<input checked="" type="checkbox"/>
Procedure Change	<input type="checkbox"/>	District Council	<input type="checkbox"/>
New Policy	<input type="checkbox"/>	Board 1 st Reading	<input type="checkbox"/>
New Procedure	<input checked="" type="checkbox"/>	Board 2 nd Reading	<input type="checkbox"/>
<u>Comments:</u>		<u>Referred to:</u>	
Legally Required Administrative Procedure			

KEY:
BOLD= new language
~~strikethrough=~~ delete language

Edited:
1/13/14

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Policy

6300 Fiscal Management

An accounting system shall be maintained that will provide necessary information for sufficient administration of the District. The system shall be designed to give assurance to members of the Board of Trustees and citizens of the district of proper administration and stewardship of district funds. The Chancellor shall establish procedures to assure that the district’s fiscal management is in accordance with the principles contained in Title 5, section 58311, including:

- Adequate internal controls exist.
- Fiscal objectives, procedures, and constraints are communicated to the Board and employees.
- Adjustments to the budget are made in a timely manner, when necessary.
- The management information system provides timely, accurate, and reliable fiscal information.
- Responsibility and accountability for fiscal management are clearly delineated.
- The books and records of the district shall be maintained pursuant to the California Community Colleges Budget and Accounting Manual.

As required by law, the Board shall be presented with a quarterly report showing the financial and budgetary conditions of the District.

As required by the Budget and Accounting Manual, expenditures shall be recognized in the accounting period in which the liability is incurred, and shall be limited to the amount budgeted for each major classification of accounts and to the total amount of the budget for each fund.

References:

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

Adopted: June 28, 2004

Administrative Procedure

6300 Fiscal Management

The Yosemite Center Community College District is committed to principles of sound fiscal management and to provide for responsible stewardship of available resources. The District adheres to commonly accepted accounting standards as criteria for fiscal management regulations.

In order to ensure adherence to these principles and standards, the Executive Vice Chancellor, Fiscal Services, will:

- 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.
- Provide for an organizational structure that incorporates a clear delineation of fiscal responsibilities and staff accountability.
- Provide that appropriate administrators keep the Board current on the fiscal condition of the District as an integral part of policy and decision-making.
- Provide for development and communication of fiscal policies, objectives, and constraints to the Board, staff, and students in accordance with state law, Board Policies and Administrative Regulations.
- Provide for an adequate management information system that gives timely, accurate, and reliable fiscal information for planning, decision-making, and budgetary control.
- Provide for appropriate fiscal policies and regulations, and adequate controls to ensure that established fiscal objectives are met.
- Provide 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 goals and objectives and broad-based input coordinated with District educational planning.

References:

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