



## **BP 6300 Fiscal Management**

The Superintendent/President shall establish procedures to assure that the fiscal condition and activity of the District ensures fiscal health and stability, supports Governing Board priorities and financial planning and budgeting, and is consistent with generally accepted principles of accounting and business practices.

The procedures for the District's fiscal management shall be 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 Governing 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 Governing 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.

### **Fiscal Independence**

The Superintendent/President shall also assume duties and responsibilities for fiscal accountability status for A warrants, B warrants, and cash management that were formerly assigned to the county superintendent of schools/county auditor controller. Warrants are to be drawn on the county treasury and to be printed/dispensed by the District.

References: Education Code Section 84040(c);  
Title 5 Section 58311



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Policy

Category: Executive Expectations

Adopted: 7/26/12

*(Replaces former Board Policies 6.2.4 and 6.2.10)*