



AP 6300 Fiscal Management

The overall management of the fiscal affairs of the District shall be a responsibility of the Superintendent/President. The general management of the budgeting and accounting program of the District shall be the responsibility of the Chief Business Officer.

The District adheres to the following principles for sound fiscal management listed in Title 5 including providing for:

- Responsible stewardship of available resources.
- 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.
- An organizational structure that incorporates a clear delineation of fiscal responsibilities and staff accountability.
- Appropriate administrators to keep the Governing Board current on the fiscal condition of the District as an integral part of policy and decision-making.
- The development and communication of fiscal policies, objectives, and constraints to the Governing Board, employees, and students.
- Coordination with Information Technology Services to provide for an adequate management information system that gives timely, accurate, and reliable fiscal information for planning, decision making, and budgetary control.
- Appropriate fiscal policies and procedures and adequate controls to ensure that established fiscal objectives are met.
- A process to evaluate significant changes in the fiscal environment and make necessary, timely, financial and educational adjustments.
- 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;
WASC/ACCJC Accreditation Standard III.D.2

Approved: 5/15/12