



Book	Board Policies and Administrative Procedures
Section	CHAPTER 6 - BUSINESS AND FISCAL AFFAIRS
Title	BP 6300 - FISCAL MANAGEMENT
Code	6300
Status	Active
Adopted	November 10, 2004
Last Revised	January 13, 2016

I. The Superintendent/President shall establish procedures to assure that the District's fiscal management is in accordance with the principles contained in Title 5, Section 58311, specifically:

- A. Adequate internal controls exist.
- B. Fiscal objectives, procedures, and constraints are communicated to the Board of Trustees and employees.
- C. Adjustments to the budget are made in a timely manner, when necessary.
- D. The management information system provides timely, accurate, and reliable fiscal information.
- E. Responsibility and accountability for fiscal management are clearly delineated.

II. The books and records of the District shall be maintained pursuant to the California Community Colleges Budget and Accounting Manual.

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

IV. As required by the California Community Colleges Budget and Accounting Manual, expenditures shall be recognized in the accounting period in which the liability is incurred.

V. Sources/References:

Education Code Section 84040(a);  
Title 5, Section 58311  
ACCJC Accreditation Standard III.D