



AP 6300 Fiscal Management

References: Education Code Section 84040(c); Title 5 Section 58311; ACCJC Accreditation Standard III.D.9; 2 Code of Federal Regulations Parts 200.302 subdivision (b)(6)-(7), 200.305, and 200.400 et seq.

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Last Reviewed:

The Butte-Glenn Community College District is committed to principles of sound fiscal management and to providing 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 Vice President for Administration 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 Butte-Glenn Community College District Board of Trustees (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.
- 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 procedures, 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.
- Implement procedures for determining allowability of costs in accordance with EDGAR (Education Department General Administrative Regulations) Second Edition Subpart E Cost Principles.
- Implement procedures to comply with the requirements of Title 2 of the Code of Federal Regulations Part 200.305 governing payments.