AP 6300 FISCAL MANAGEMENT

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

The Chief Business Officer shall:
- Ensure responsible stewardship of available resources.
- Safeguard and manage 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.
- Create an organizational structure that incorporates a clear delineation of fiscal responsibilities and staff accountability.
- Develop and communicate the fiscal condition, fiscal policies, objectives, and constraints to the Board, staff, and students.
- Maintain a management information system that gives timely, accurate, and reliable fiscal information for planning, decision making, and budgetary control.
- Provide appropriate fiscal policies and procedures and adequate controls to ensure that established fiscal objectives are met.
- Establish 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 fiscal information to support institutional planning.

Office of Primary Responsibility: College Operations

Date Approved: January 19, 2010