



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • COLLEGE OF CONTINUING EDUCATION

Administrative Procedure

Chapter 6--Business and Financial Services

AP 6300 FISCAL MANAGEMENT

The Chancellor shall ensure that the fiscal procedures of the District are sound and comply with Title 5 and the California Community Colleges Budget and Accounting Manual. The Chancellor has responsibility for stewardship of the available resources of the District and for ensuring that the following fiscal practices are in place to:

- Safeguard and manage District assets, maintain adequate cash reserves, implement and maintain effective internal controls, and determine sources of ongoing and one-time revenues prior to making short-term and long-term commitments.
- Establish a plan for the repair and replacement of equipment and facilities.
- Delineate fiscal responsibilities and establish employee accountability within the organizational structure of the institution.
- Manage auxiliary activities that have a fiscal impact on the District in a manner consistent with the mission of the District, and comply with sound accounting and budget principles, public disclosures, and annual independent audit requirements.
- Ensure the Board of Trustees is current on the fiscal condition of the District as an integral part of the policy and decision-making process.
- Effectively utilize available human and facility resources and ensure that staffing costs do not exceed estimates of available financial resources.
- Ensure relevant planning processes consider reasonable future costs associated with maintenance, upgrade, repair, replacement, and use.
- Provide public presentations that are clear, transparent, and effective in communicating the financial information of the District.
- Effectively communicate fiscal policies, budget, objectives, procedures, and constraints to the Board of Trustees, employees, and students. Provide for an adequate management information system that gives timely, accurate, and reliable fiscal information for planning, decision-making, and budgetary control.
- Establish 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 recommend fiscal adjustments in a timely manner.
- Implement fiscal planning processes that include both short-term and long-term goals

and objectives and broad-based input coordinated with District planning.

- Ensure the District's capital outlay budget is consistent with available resources.
- 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.

References:

Education Code Section 84040(c); Title

5 Section 58311;

ACCJC Accreditation Standard III.D.9;

Title 2 Code of Federal Regulations Parts 200.302(b)(6)-(7), 200.305, and 200.400 et seq.

Date Approved: September 18, 2023

Supersedes: AP 6300.1 and 6300.10