

**CHAPTER 6: BUSINESS AND FISCAL AFFAIRS
BOARD POLICY NO.: 6300**

**BOARD POLICY
SISKIYOU JOINT COMMUNITY COLLEGE DISTRICT**

Subject: Fiscal Management

Adoption Date:

11/4/2008

Review Date(s):

Revision Date(s):

3/10/15

5/5/2020

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

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, including:

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

The Superintendent/President shall also establish procedures that satisfy the U.S. Education Department General Administrative Regulations (EDGAR) Second Edition for any federal funds received by the District.

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

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

As required by the California Community College's Budget and Accounting Manual, expenditures shall be recognized in the accounting period in which the liability is incurred, and shall be limited to the amount budgeted for each major classification of accounts and to the total amount of the budget for each fund.

See Administrative Procedure 6300