



Book	Siskiyou Joint Community College District Administrative Procedures
Section	Chapter 6: Business and Fiscal Affairs
Title	Fiscal Management
Code	AP 6300
Status	Active
Legal	2 Code of Federal Regulations, Parts 200.302(b)(6)-(7), 200.305, and 200.400 et seq. ACCJC Accreditation Standard III.D.9 Title 5 Section 58311 Education Code Section 84040(c)
Adopted	March 24, 2015
Last Revised	March 11, 2020
Origin	Vice President, Administrative Services
Office	Administrative Services

The District shall provide for responsible stewardship of available resources through adequate planning and continually seeking for increased efficiencies.

The Vice President, Administrative Services will be responsible to the Superintendent/President and the Board of Trustees for the proper accounting of all District and Student Association funds.

The District 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 plans for the repair and replacement of equipment and facilities.

The District will provide for an organizational structure that incorporates a clear delineation of fiscal responsibilities and staff accountability through the Administrative Services office of the District.

The Vice President of Administrative Services shall ensure that the District is audited annually by an independent audit firm in accordance with the regulations of the Board of Governors.

The Vice President of Administrative Services shall ensure procedures for determining allowable costs in accordance with EDGAR Second Edition Subpart E Cost Principles, and procedures to implement the requirements of 2 Code of Federal Regulations Part 200.305 governing payments.

The Board is presented various monthly and quarterly fiscal reports to keep them current on the fiscal condition of the District as an integral part of policy and decision making. These reports are prepared and reviewed by appropriate accounting staff and the Director of Fiscal Services prior to presentation to the Board.

Through monthly meetings, the District provides for the development and communication of fiscal policies, objectives and constraints to the Board. Communication to the staff and students is accomplished through the participatory governance process which includes email and open meetings of the various District councils and committees.

The District provides for an adequate management information system that gives timely, accurate and reliable fiscal information for planning, decision making and budgetary control.

The District develops appropriate fiscal policies and procedures and adequate controls to ensure that established fiscal objectives are met.

District processes evaluate significant changes in the fiscal environment and make the necessary, timely, financial and educational adjustments.

Through collaboration of College Council, the Integrated Planning and Budget Committee, and other participatory committees, both short-term and long-term goals and objectives, and broad-based input is coordinated with District educational planning.

The Board of Trustees may authorize the Vice President, Administrative Services to request of the Siskiyou County Board of Supervisors a temporary transfer of County funds as needed to the District's General Fund. This can only be done in the absence of TRAN (Tax Revenue and Anticipation Notes) issuance for that year.