**Chapter 6 Business and Financial Affairs 6300**

# **BP 6300 Fiscal Management**

The Superintendent/President shall establish procedures to assure that the College

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 Governing Board and employees.
* Adjustments to the budget are made in a timely manner, when necessary.
* The maintenance of adequate management information systems that provide timely, accurate, and reliable fiscal information.
* Responsibility and accountability for fiscal management are clearly delineated.

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

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

As required by the 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**

Office of Primary Responsibility: Vice President, Administrative Services

***References:***Education Code Section 84040(c);

Title 5 Section 58311;

**Adopted:** [Insert First Board Adoption Date]

**Revised and Adopted:**  [Insert subsequent Revision and Board Adoption Date, if any]

**Reviewed:** [Insert Board Review Date, with no revisions adopted, if applicable]