



ADMINISTRATIVE

PROCEDURE

6300

DESERT COMMUNITY COLLEGE DISTRICT

FISCAL MANAGEMENT

The Vice President, Administrative Services shall manage the fiscal affairs of the College to meet the minimum requirements of Title 5, as well as conforming to generally accepted accounting principles, pronouncements by Governmental Accounting Standards Board (GASB) and those by Financial Accounting Standards Board (FASB) that are applicable to state institutions of higher education;

- Provide for responsible stewardship of available resources.
- 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 a plan for the repair and replacement of equipment and facilities.
- Provide for an organizational structure that incorporates a clear delineation of fiscal responsibilities and staff accountability.
- Provide that appropriate administrators keep the Board current on the fiscal condition of the District as an integral part of policy and decision-making.
- Provide for development and communication of fiscal policies, objectives and constraints to the board, staff and students.
- Provide for an adequate management information system that gives timely, accurate and reliable fiscal information for planning, decision-making and budgetary control.
- Provide for 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 make necessary, timely, financial and educational adjustments.

- Provide both short term and long-term goals and objectives, and broad based input coordinated with District educational planning.

Reference: Education Code Section 84040(c); Title 5 Section 58311
Accreditation Standard 111.D.2; Cross Reference: AP 6300(a)

Approved by College Council: June 15, 2005

Administrator: VP Administrative Services

Updated: September 17, 2007, July 27, 2010

Next Review: July 2015

Executive Cabinet Review/Approval: 9/6/16

College Planning Council Review/Approval, 1st Reading: 9/9/16

College Planning Council Review/Approval, 2nd Reading: 9/30/16

Board Meeting/Information Item: 10/21/16

Next Review: August 2021