PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE **6300-0**

Fiscal Management

Reference: Education Code Section 84040(c); Title 5 Section 58311; Accreditation Standard III.D.2

The overall management of the fiscal affairs of the Palo Verde Community College District shall be a responsibility of the Superintendent/President. The general management of the budgeting and accounting program of the District shall be the responsibility of the Vice President of Administrative Services.

The Superintendent/President has authority to direct establishment of bank accounts for the deposit of District funds. The Vice President of Administrative Services shall be responsible for prescribing procedures safeguarding District funds and funds collected by student government organizations (see also BP/AP 5420 - Associated Students Finance).

The District adheres to the following principles for sound fiscal management listed in Title 5:

- 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.

See Administrative Procedures 6300-1 through 6300-4

AP 6300-0 is CCLC AP 6300

(Formerly PVC Board Policies 3000, 3100 and 3270)

9/7/10 College Council Approval
10/26/10 Board Information Item