
Board Policy
Chapter 6 – Business & Fiscal Affairs

BP 6300 FISCAL MANAGEMENT

References:

Education Code Sections 84030 and 84040 subdivision (c);
Title 5 Section 58311;
ACCJC Accreditation Standard III.D.9;
2 Code of Federal Regulations Parts 200.302 subdivision (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 Colleges 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.

Revolving Cash Fund

Pursuant to Education Code Section 84030, the District maintains a Revolving Cash Fund. The Revolving Cash Fund is established to permit more efficient payment for services and/or materials which are a legal charge against the District. All expenditures

shall be properly receipted and reimbursed from District funds. The amount of the Revolving Cash Fund shall be established and reviewed, as necessary.

The Superintendent-President or designee shall be responsible for all payments into the account as well as expenditures from the account. The Revolving Cash Fund shall be audited annually by the outside audit firm.

Also see BP/AP 6200 Budget Preparation, BP/AP 6250 Budget Management, AP 6300 Fiscal Management.

Adopted: June 25, 1985

Revised: June 23, 2009; July 20, 2022

(Replaces former LBCC BP 6004)