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Administrative Regulation

FISCAL MANAGEMENT

The Glendale Community College District is committed to principles of sound fiscal management and will provide responsible stewardship of available resources. The District adheres to commonly accepted auditing standards as criteria for its fiscal management procedures. The President/Superintendent delegates the authority to the Vice President of Administrative Services to oversee the District's fiscal management and manage the District purchasing processes.

The Vice President of Administrative Services shall:

- 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.
- Follow procedures for determining allowability of costs in accordance with EDGAR Second Edition Subpart E Cost Principles.
- Implement the requirements of 2 Code of Federal Regulations Part 200.305 governing payments.

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References:

- Education Code Section 84040(c)
- Title 5 Section 58311
- ACCJC Accreditation Standard III.D.9 (formerly III.D.2) (2014)
- 2 Code of Federal Regulations, Parts 200.302(b)(6)-(7), 200.305 and 200.400 et seq.

See Board Policy 6300

Adopted: 06/21/11

Revised: 04/07/15, 06/13/17