

FISCAL MANAGEMENT

Sequoias Community College District is committed to principles of sound fiscal management as delineated in the Districts planning manuals: Resource Allocation Manual, Governance and Decision Making Manual, and Integrated Planning Manual. The Resource Allocation Manual specifically addresses the responsibility for stewardship of available resources. In addition to the District's planning manuals, the District adheres to commonly accepted accounting standards and the Budget and Accounting Manual as criteria for fiscal management regulations.

In order to ensure adherence to these principles and standards, the Chief Business Officer/Vice President of Administrative Services will develop guidelines and practices that ensure the District adheres to the following *Principles for Sound Fiscal Management* set forth in Title 5, Section 58311.

- 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 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 the Board of Trustees is kept 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.

Guidelines and practices for the above principles are established in the College of the Sequoias Resource Allocation Manual, the California Community Colleges Budget and Accounting Manual, and various District Board Policies, Administrative Procedures, and planning documents. Examples of District Policies and Procedures are:

- Safeguarding and managing District Assets – AP 6333

- Debt management – BP/AP 6110
- Plan for repair and replacement of equipment and facilities – 5-Year Construction Plan and 5-Year Instructional Equipment plan filed annually with Chancellor’s office
- Development and communication of fiscal policies, objectives and constraints to the board, staff, and students – Resource Allocation Manual – Budget Development

In addition to *Principles for Sound Fiscal Management*, the District will adhere to the cost principles as set forth in 2 Code of Federal Regulations Parts 200.302(b)(6)-(7), 200.305, and 200.400 et seq.

- Procedures for determining allowability of costs in accordance with EDGAR Second Edition Subpart E Cost Principles (US Department of Education Uniform Guidance).
- Procedures to implement the requirements of 2 Code of Federal Regulations Part 200.305 governing payments (Federal Regulations for Grants and Agreements).

Reference: Educ. Code Section 84040 Title 5 Section 58311; Accreditation Standard III.D.9; 2 Code of Federal Regulations Parts 200.302(b)(6)-(7), 200.305, 200.400 et seq.

Adopted: December 10, 2007

Revised: December 11, 2017