

SOLANO COMMUNITY COLLEGE DISTRICT

BUDGET – FISCAL MANAGEMENT

3020

POLICY: The Superintendent/President or his/her designee 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 Governing 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 books and records of the District shall be maintained pursuant to the California Community Colleges Budget Accounting Manual.

As required by law, the Governing Board shall be presented with a quarterly report showing the financial and budgetary conditions of the District.

As required by the 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.

**REFERENCES/
AUTHORITY:**

Education Code Section 84040(c)
California Code of Regulations, Title 5, Section 58311

JEH/jka

BP 3020

ADOPTED: November 1, 1971

REVISED: January 21, 1987; May 17, 2000; April 4, 2001; October 18, 2006

REVIEWED: 2008 – No Updates