



# **ADMINISTRATIVE** **PROCEDURE**

**6300**

**DESERT COMMUNITY COLLEGE DISTRICT**

## **FISCAL MANAGEMENT**

The Vice President, Administrative Services shall manage the fiscal affairs of the College to meet the minimum requirements of Title 5, as well as conforming to generally accepted accounting principles, pronouncements by Governmental Accounting Standards Board (GASB) and those by Financial Accounting Standards Board (FASB) that are applicable to state institutions of higher education;

- 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.
- Procedures for determining allowability of costs in accordance with the U.S. Education Department General Administrative Regulations (EDGAR) Second Edition Subpart E Cost Principles.
- Procedures to implement the requirements of 2 Code of Federal Regulations Part 200.305 governing payments.

**Reference: Education Code Section 84040(c); Title 5 Section 58311; Accreditation Standard 3;  
Cross Reference: AP 6300(a); 2 Code of Federal Regulations Parts 200.302  
subdivision (b)(6)-(7), 200.305, and 200.400 et seq.**

Administrator: VP Administrative Services

Executive Cabinet Review: December 17, 2024

College Planning Council Review/Approval, 1<sup>st</sup> Reading: February 28, 2025

College Planning Council Review/Approval, 2<sup>nd</sup> Reading: March 14, 2025

Board Meeting/Information Item: October 24, 2025

New Review: October 2032