



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • COLLEGE OF CONTINUING EDUCATION

## Board Policy

### Chapter 6--Business and Financial Services

#### BP 6300 FISCAL MANAGEMENT

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The District Chancellor 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.

In addition the California Community Colleges Chancellor's Office memorandum FS22-03 issued on February 1, 2022, recommended districts revise existing policies and practices to be consistent with the Budgeting Best Practices published by the Government Finance Officers Association (GFOA) regarding financial reserves, the Board of Trustees adopted a resolution on October 13, 2022 directing the Chancellor (or designee) to revise existing Board Policies requiring ending fund balance reserves of two months of the District's projected annual unrestricted general fund operating expenditures. Therefore,

- General Fund Unrestricted ending fund balance reserve shall be achieved and maintained at two-months of projected annual unrestricted general fund operating expenditures.

The Chancellor 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 of Trustees 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.

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

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**Adopted:** 8/28/08

**Revised:** 12/08/16, 12/15/22

*(Replaces current SDCCD BP 6300)*