

Coast Community College District
BOARD POLICY
Chapter 6
Business and Fiscal Affairs

BP 6310 ACCOUNTING

References:

Budget and Accounting Manual, Chapters 3 and 4

The Chancellor shall establish responsibilities and provide guidelines for the conduct and operations of cashiering and cash handling activities.

Revolving Cash Fund

The District shall have a Revolving Cash Fund at the maximum level of sixty thousand dollars (\$60,000).

The Vice Chancellor of Administrative Services and the Administrative Director of Fiscal Affairs are the designated custodians of said fund. The signature of one of the custodians is required on claims for replenishment of said fund.

Authorized signatories on the bank account of the fund shall be one of the following:

Chancellor
Vice Chancellor, Administrative Services
Vice Chancellor, Human Resources
Administrative Director, Fiscal Affairs
District Accounting Supervisor

Alternative Revolving Cash Funds at the Colleges

Each college of the District has established bank accounts for the sole purpose of facilitating refunds of student material fees, class fees, and supplies fees. Individual refund limits are placed at \$1,000. Replenishing of the funds will be effected by supplying the District Administrative Office with proper reimbursement request in the prescribed format.

Custodians of these accounts are as follows:

Coastline Community College	President/Vice Services	President,	Administrative
Golden West College	Vice President,		Administrative Services

Orange Coast College

Vice President, Administrative
Services/Administrative, Fiscal Affairs
Supervisor

Petty Cash Funds for Small Emergency Purchases

The District has established Petty Cash Funds in the amount of \$5,000 at the three campus business offices and \$1000 at the District Administrative Office. These funds allow those offices named to have cash available for small emergency purchases made by District employees. Independent contractors will not be allowed to use these funds.

Authorized expenditures might include instructional and office supplies, reimbursement for mileage for any one calendar month, maintenance of equipment supplies, District transportation vehicle supplies, etc. The District Administrative Office shall establish administrative procedures and indicate the limitations for single expenditures from these funds.

These cash funds were established from the District's existing Revolving Cash Fund with the District Administrative Office maintaining control of the funds by appointing custodians at each location.

Custodians of these funds are as follows:

Coastline Community College President/Vice President, Administrative Services

District Office Director, Purchasing/Vice Chancellor, Administrative Services

Golden West College Vice President, Administrative Services/Director of Fiscal Services

Orange Coast College Vice President, Administrative Services/Fiscal Affairs Supervisor

Co-Curricular Accounts

Co-curricular activities accounts are established. All income derived from each designated co-curricular activity shall be deposited into a commercial bank account established by each college and subsequently transferred into the general fund of the District.

Authorized signatories on these bank accounts have been established by Board action, and a current list is maintained in the District Administrative Office.

The Coast Community College District has entered into an agreement with the Academic Financial Services Association; services provided by the Academic Financial Services Association to include billing, accounting, and reporting services from the

Federal Perkins (PERKINS) Loan Program in compliance with Federal regulations as well as for other loan programs as determined by the Financial Aid Officers.

There are separate agreements for the services rendered to Coastline Community College, Orange Coast College, and Golden West College. The cost of such service shall depend upon the number of accounts turned over to the Association and the frequency of billing.

Adopted December 10, 1986

Revised February 18, 1987

Revised March 3, 1993

Revised April 23, 1997

Revised December 10, 2003

Revised December 15, 2004

Combined and Renumbered from CCCD Policies 5131 (renumbered from CCCD Policy 040-10-2, Spring 2011), 6311 (renumbered from CCCD Policy 040-1-3, Fall 2010), 6312 (renumbered from CCCD Policy 040-3-2, Spring 2011), 6313 (renumbered from CCCD Policy 040-3-3, Spring 2011), 6314 (renumbered from CCCD Policy 040-3-5, Spring 2011), and 6403 (renumbered from CCCD Policy 040-12-3, Spring 2011)

Revised December 2, 2013