The Cerritos Community College District is committed to principles of sound fiscal management and will provide responsible stewardship of available resources. The District adheres to commonly accepted auditing standards as criteria for its fiscal management procedures. The President/Superintendent delegates the authority to the Vice President of Business Services to oversee the District’s fiscal management and manage the District purchasing processes.

The Vice President of Business Services shall:

- 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 of Trustees 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 of Trustees, 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.
ACCOUNTING

References:
Budget and Accounting Manual, Chapters 3 and 4
Education Code, Section 70902

All employment requests and requisitions for purchases shall be processed through Fiscal Services to ensure that the document has the proper approval, is charged to the correct account, and that funds are available.

Fiscal Services is responsible for the maintenance of an approved system of financial records, including receipts, expenditures, payrolls upon proper certification, the preparation of quarterly financial reports, and other financial statements as directed for all District, Student Body, and other entities’ financial transactions.

PAYROLL

Reference:
Education Code, Section 70902

- Payroll periods (10 month, 11 month, 12 month)
  10 month – full-time faculty (teachers), part-time faculty, full-time classified
  11 month – full-time classified
  12 month – full-time faculty (counselors, librarians, and coordinators), full-time classified, confidential, management, regular classified hourly, and short-term hourly (as needed)

- Frequency of payment for particular classes of employees (once or more often per payroll period)
  Full-time faculty (10 month teachers, regular full-time assignment) – once a month
  Full-time faculty (10 month teachers, overload assignment) – once a month
  Full-time faculty (12 month, regular assignment) – once a month
  Full-time faculty (12 month, overload assignment) – once a month
  Part-time faculty – once a month
  Certificated Administrators (President, VP, Deans, Cert. Management) – once a month (1st working day of the month)
  Full-time classified and confidential – twice a month (10th and 25th)
  Classified Management – twice a month (10th and 25th)
  Short-term hourly and Regular Classified hourly – once a month (10th)
  For late pays there are supplement schedules.

- Lead time needed for payroll record adjustment (e.g. name changes, etc.)
  Name change – as soon as the employee is able to provide a social security card verifying name change.
  Address change – immediately
W4 forms – immediately
TSA change – immediately

- Procedures to be followed if wages are garnished
  Paperwork is received by District and forward to Los Angeles County Office of Education (LACOE). LACOE has an area specialized in garnishment. If an employee has a question regarding a garnishment, the payroll office refers them to LACOE.

  Paperwork received by the District from the county office will be forwarded to the employee.

  Per LACOE, due to the privacy act they will not disclose information to the District.

- Procedures to be followed if an employee is underpaid
  Whenever it is determined that a District error has been made in underpaying an employee, the District will issue a check normally within 5 working days (based on county monthly payroll schedule).

- Procedures to be followed if an employee is overpaid
  Whenever it is determined that a District error has been made in overpaying an employee, the employee will be notified verbally and/or in writing. After the employee has been notified, the District will either deduct overpayment from future payroll warrants or the employee has the option of paying the District back via check or money order.

It is the responsibility of immediate managers to approve all payroll time reports and to forward/transmit them to the appropriate office according to established time schedules. These reports should ultimately be forwarded/transmitted to the Payroll Department.

Time cards completed for classified hourly employment must be properly signed by the hourly employee and approved by the immediate supervisor and/or the responsible manager before being forwarded to the Payroll Department.

Warrants for salary payments will be made according to the schedule furnished by the Los Angeles County Office of Education. Full-time District classified and academic employees may utilize the District automatic payroll deposit system. All other classified warrants are picked up from the Payroll Department and distributed through the division or department manager. All other academic and classified hourly warrants are to be distributed from the Payroll Department.

**COLLECTION OF MONEY**

**References:**
Education Code, Sections 70902, 76063, and 76064
Unless stipulated differently by a Board-approved contract, all tickets to District or ASCC events shall be pre-numbered and a detailed summary of all ticket sales for each event shall be submitted to Fiscal Services along with deposited funds by the manager responsible for the event.

All collections of money from students or others for sale of shop or other materials; for willful breakage of, loss of, or damage to college property; for rents, for sale of obsolete materials; or from any source shall either be deposited not less frequently than weekly in the Business Services' Office with a statement showing the source of the collections together with a duplicate copy of the descriptive sub-receipt issued, or Business Services may make arrangements for armored car pickup at source of collection. All money collected shall be deposited in the above manner and shall not be used for individual gain or miscellaneous expense. Only individuals authorized by the Vice President of Business Services to receive funds may do so.

WARRANTS

Cash Disbursement

Disbursement Procedures

- Disbursement must be properly authorized and supported by adequate documentation.
- All disbursements shall be made by warrant/check.
- All warrants/checks shall be pre-numbered.
- All disbursements shall be substantiated by supporting documents including evidence of purchase, receipt, and approval.
- All supporting documents shall be canceled in such a manner as to preclude their reuse.
- Bulk check stock shall be adequately controlled and accounted for.
- Daily use check stock shall be issued to the check-preparer on an adequate transfer/control document.
- There shall be adequate separation of duties to reduce the risk of collusion and fraud.
- The drawing of a warrant to “cash” or “bearer” is prohibited.
- Electronic signature plates shall be secured and issued only to authorized individuals.

RESERVES

Reference:

Budget and Accounting Manual, Chapter 5 Appendix A
The District should maintain a reserve no less than 5% of the total expenditures of the adopted budget.

INVESTMENTS

References:
Government Code, Sections 53600 et seq.

The District is not fiscally independent; therefore all funds are deposited, invested, and maintained with the Los Angeles County Treasurer’s Office through the Los Angeles County Office of Education. The District has no funds in excess of those required for the immediate needs of the District. No person may engage in an investment transaction except as provided under the terms Board Policy 6300 titled Fiscal Management and the investment plan established by the President/Superintendent or designee.

Should the District have such excess funds, the following investment options are available.

District funds maintained by the County Treasurer that are not required for the immediate needs of the District may be invested as follows:
- County Treasurer's Investment Pool - Investment of District funds may be delegated to the County Treasurer. In accordance with county procedures, District funds may be pooled with other local agencies and invested by the County Treasurer in accordance with the investment guidelines specified by Government Code, Section 53635 and investment policies adopted by the County Board of Supervisors.
- State's Local Agency Investment Fund (Government Code, Sections 16429.1 - 16429.3) - District funds not required for immediate needs of the District may be remitted to the State Local Agency Investment Fund (LAIF) for the purpose of investment (Government Code, Section 16429.1). District funds deposited with the LAIF shall be invested by the State Treasurer in securities prescribed by Government Code, Section 16430 or the Surplus Money Investment Fund and as determined by the Local Investment Advisory Board (Government Code, Section 16429.2).
- Other Investments - Other investments as permitted by Government Code, Sections 53600 et seq., and in particular Government Code, Sections 53601 and 53635, may be made by the Vice President of Business Services subject to prior approval of the Board of Trustees.

PURCHASING

References:
Education Code, Sections 70902 and 81530
A District warehouse shall be maintained to stock supply items used in volume by the District, to provide receiving services, and to provide fueling services for College vehicles and other Maintenance Department equipment.

Unless otherwise authorized by the Purchasing Department, all supplies and equipment purchased for the District and Student Body shall be delivered to the Warehouse for inspection and subsequent delivery to the ordering department. Payment authorization for supplies or equipment shall be made after receipt and acceptance by the manager of ordering department.

Office of Primary Responsibility: Vice President, Business Services

Date Approved: April 23, 2007
(Replaces former Cerritos CCD Policies 5005.1, 5005.2.1, 5005.2.2, 5005.2.3, 5005.3, 5005.4.2, 5005.5, 5006.1, and 5006.2)