

**Rancho Santiago Community College District**  
**ADMINISTRATIVE REGULATION**  
Chapter 6  
Business and Fiscal Services

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**AR 6303 Fiscal Accountability**

**Reference(s)**

Education Code Section 85266

RSCCD, as a fiscally accountable District, processes its own commercial checks, ensures proper internal controls for those payments, and audits the payments. The District follows the Education Code requirements and assumes these responsibilities from the Orange County Department of Education (OCDE). The District shall notify OCDE of payments to update their records and the County Treasury. The District shall adhere to the implementation plan, as approved by the Board of Trustees and OCDE.

As a fiscally accountable District, the following procedures and regulations apply:

I. The Assistant Vice Chancellor, Fiscal Services serves as the District Disbursing Officer. The duties and responsibilities assigned to this position include:

- a. Determine that funds are available to cover the payment of the claim;
- b. Determine that adequate documentation exists to substantiate the appropriateness and authenticity of financial transactions;
- c. Determine that there has been compliance with budgetary, legal, procedural and specially funded program requirements;
- d. Certify that the foregoing review has been performed by signing check registers;
- e. Maintain a record of all transactions reviewed together with notations regarding rejected check requests;
- f. Issue checks in accordance with procedures prescribed by OCDE and County Auditor;
- g. Ensure organizational independence between operating, custodian accounting and auditing functions;
- h. Ensure that the segregation of duties is properly controlled;
- i. Ensure that the handling of receipts and disbursement of funds are separated from the accounting function;
- j. Ensure a degree of independence of the District Disbursing Officer sufficient to maintain positive integrity of responsibilities;
- k. Ensure internal controls between Purchasing and Accounts Payable departments;
- l. Ensure the control of checks and signatures and immediately notify OCDE when an authorized custodian leaves the district;
- m. Ensure the adherence to Board rules and policies;

- n. Provide financial information to the Governing Board and County Superintendent;
  - o. Ensure that Budget controls and procedures are reasonable in accordance with good business and management practices;
  - p. Prepare financial statements and cost analysis reports;
  - q. Ensure that there are adequate audit trails through operational data processing systems;
  - r. Process replacement checks, stop payments, cancelled checks;
  - s. Detect, account for, and recover monies lost due to forged checks.
- II. Check Control – Check stock is stored in a secured room in the Accounting Department and currently used stock is locked in a safe in Accounts Payable. Access to both the room and safe is limited to designated staff.
- III. Signature Security and Control – Electronic signatures of the Disbursing Officer and check signers will be maintained in a secure manner with access limited to designated staff.
- IV. Record Retention and Accessibility to the Public:
- a. The District follows the record retention guidelines as outlined in AR 3310 – Records Retention and Title 5 section 59020-59029
  - b. Records shall be available for public inspection pursuant to AR3300 – Public Records.

**Responsible Manager:** Assistant Vice Chancellor, Fiscal Services

**Revised: June 16, 2014 (Previously AR 6305)**

**Renumbered: June 30, 2016 (Previously AR 6301)**