

# ADMINISTRATIVE REGULATION 6301

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BUSINESS AND FISCAL AFFAIRS

## FISCALLY ACCOUNTABLE

As a fiscally accountable district, the following procedures and regulations apply.

- A. The Executive Director of Fiscal Services serves as the District's disbursing officer. The duties and responsibilities assigned to this position include:
1. Determining that funds are available to cover the payment of the claim;
  2. Determining that adequate documentation exists to substantiate the appropriateness and authenticity of financial transactions;
  3. Determining that there has been compliance with budgetary, legal, procedural, and specially-funded program requirements;
  4. Certifying that the foregoing review has been performed;
  5. Maintaining a record of all transactions reviewed together with notations regarding rejected check requests;
  6. Issuing checks in accordance with procedures prescribed by the Orange County Department of Education (OCDE) and county Auditor-Controller;
  7. Ensuring organizational independence between operating, custodian accounting, and auditing functions;
  8. Ensuring that the separation of duties is properly controlled;
  9. Ensuring that the handling of receipts and disbursement of funds are separated from the accounting function;
  10. Ensuring a degree of independence of the District disbursing officer sufficient to maintain positive integrity of responsibilities;
  11. Ensuring internal controls exist and are maintained between the Purchasing and Accounts Payable Departments;
  12. Ensuring the control of checks and signatures;

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13. Ensuring the adherence to Board policies and regulations;
14. Providing financial information to the Board and county Superintendent;
15. Ensuring that budget controls and procedures are reasonable in accordance with good business and management practices;
16. Preparing financial statements and cost analysis reports;
17. Ensuring that there are adequate audit trails through operational data processing systems;
18. Processing duplicate checks, stop payments, canceled checks; and
19. Detecting, accounting for, and recovering monies lost due to forged checks.

**B. CHECK CONTROL**

Checks are to be stored in a secured vault room in the Accounting Department. Access to the room is limited to designated staff.

**C. 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.

**D. RECORD RETENTION AND ACCESSIBILITY TO THE PUBLIC**

1. The District will follow the record retentions guidelines as outlined in the *Records Retention Manual, K-12 and Community College*.
2. The public is welcome to request or review District records in accordance with Board Policy and Administrative Regulation 3300 – *Public Records*.

*Reference:*

*Education Code Section 85266*

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