

Procedure 3050-PR(2): Fiscal Management - Fiscal Codification, Reporting, and Audits

Original Adopted Date: September 17, 2025

Status: Approved

PURPOSE

The purpose of this procedure is to set forth the guidelines, responsibilities, and parameters for the fiscal operations of the Santa Cruz County Provisional Community College District.

CODIFICATION

1. The State of Arizona Accounting Manual (SAAM) as developed and maintained by the AZ General Accounting Office will be followed.
2. To the extent found consistent with state regulations, the District will recognize the accounting principles, the fund classes, and the structure and classification of income and expenditures recommended in the
 - a. "College and University Business Administration" prepared under the auspices of the National Association of College and University Business Officers (NACUBO), and
 - b. Arizona Auditor General reporting guidelines for community colleges.

REPORTING

The annual financial statements for the District will be filed according to the direction of the AZ Auditor General and will be available for public inspection. The CEO and the Chief Finance Officer (CFO) shall develop guidelines for regular reports of financial positions to the District Governing Board. Additional fiscal reports concerning monies received and paid out, the condition of various funds, or other fiscal matters shall be made to the District Governing Board as requested.

AUDIT REPORTS

As prescribed by A.R.S. §41-1279.21(A)(3), an audit shall be made of all funds as soon as practicable after the close of each fiscal year by the Arizona Auditor General or a designated agent. Copies of the audit reports shall be available for public inspection. Additional audits of Federal/State programs shall be performed as required by law or contract.

The CFO shall assure that all monies due and payable to the District are received and that all payments from the District are made based on audited and certified vouchers evidencing that payments are for services rendered or materials received and that the amounts to be paid are those agreed upon for the specific services rendered or for the specific kind, quality, and quantity of goods received.

The CFO shall report accounts receivable and accounts payable information to the CEO monthly. Other statements of financial position or performance will be reported to District administrators as needed to ensure individuals responsible for budget development and the fiscally responsible use of budgeted funds have relevant fiscal data in a timely manner.