

**Citrus College Planning Sheet
Fall 2007**

Institutional Goal: Fiscal Transparency

Definition:

- o Openness toward the public about the district’s fiscal policy intentions, budget development and assumptions and actual revenue and expenditures. Ready access to reliable, comprehensive, timely and understandable information regarding the district’s fiscal activities.

College-level Goal	Responsible Parties	Implementation Strategy/Timeline	Resources Needed
<p>1. Clarity of roles and responsibilities: To have a clear understanding with regard to the roles and responsibilities of the district structure and function, responsibilities within the district, and the relationships between the finance of instruction, district policy, the state, and future economic and demographic factors through fiscal sustainability.</p>	<ul style="list-style-type: none"> - Financial Resources Committee - Managers - Supervisors - Confidential Employees - Faculty - CSEA -Student Government 	<p>Spring 2008 – establish flow chart for communication Spring 2008 – assess results</p>	<p>Communication between various levels of representative parties as fiscal information is disseminated. Data from: -January Budget Conference -School Services -California Community College League -Chancellor’s Office -Principle Apportionment Periods -Board Reports</p>

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<p>2. Public availability of information: Is having regular and accessible publication of a reliable, comprehensive, understandable, and timely district fiscal data.</p>	<ul style="list-style-type: none"> - Administrative Services - Financial Resources Committee - CCFA -Cost Center Managers - Academic Senate -Fiscal Services -CSEA -Student Government 	<p>Spring and Fall 2008 – list all methods currently used to provide access to fiscal material/data and determine areas for improvement. -Tentative Budget -Adopted Budget -311 Q – Quarterly Financial Report -Monthly Accounting Reports or weekly as needed -Purchase Order Report -A & B Warrant Report -Cash Transfers -Budget Revisions</p>	<ul style="list-style-type: none"> - Board Meeting - Shared Governance Process - Standing Constituent Group Meetings

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<p>3. Open budget preparation, execution, & reporting: Disclosure of information regarding the budget process, encouraged access and input during the budget process, using factually accurate information, and balancing instructional/non-instructional goals to fiscal sustainability.</p>	<ul style="list-style-type: none"> - Administrative Services - Fiscal Services - Financial Resources Committee <u>Collegial Work Group</u> - Managers - Supervisors - Confidential Employees - Faculty/Academic Senate - CSEA - Student Government 	<p>Spring 2008 – determine current method for budget process. . .</p> <ul style="list-style-type: none"> -Enrollment Projection -FNIC -January Budget Workshop -Principle Apportionment Report 1 and recalculation of prior year -Financial Projections -Budget Assumptions -Budget Calendar -Tentative Budget (worksheets) -Adopted Budget -Budget Report to Board of Trustees - Academic Senate Reps for Program Review 	<ul style="list-style-type: none"> - Consistent participation on Financial Resources Committee from all constituent groups. - Program Review

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<p>4. <u>Assurances of integrity</u> providing quality of fiscal data and independent scrutiny of fiscal information.</p>	<ul style="list-style-type: none"> -Fiscal Services -Auditors -Administrative Services -Financial Resources Committee -Purchasing Department -Board of Trustees 	<p>Winter of 2008-</p> <ul style="list-style-type: none"> -Annually -Training of Managers on Fraud -Whistleblower program 	<ul style="list-style-type: none"> -Bond Oversight -Performance -Financial -ASO

12/07/07