

Chapter 6 – Business and Fiscal Affairs

AP 6310 Accounting

References:

California Community College Budget and Accounting Manual; Title 5 Section 59011,
Education Code Section 84030

The accounting system, including the uniform fund structure used to record the financial affairs of the College, shall be in accordance with the definitions, instructions, and procedures published in the California Community College Budget and Accounting Manual.

Receipt for College Monies

All money collected by any College office will be receipted on pre-numbered sub receipts with each receipt being accounted for, or receipted, by a cash register that has been approved by the Director, Fiscal Services. All money must be turned in to the Administrative Services Office on a daily basis. College money is deposited in the College clearing account on a daily basis and transferred to the Los Angeles County Treasurer the first part of each month.

Reviewed: May 14, 2013

Reviewed: December 6, 2014

Reviewed: June 9, 2015

Reviewed: August 17, 2016