

Policy 1900 Collection of College Funds

The President, or designee, is authorized to establish procedures for the collection of college funds.

(Revised 3/10/98; Reviewed only 2/20/18)

Policy 1901 Tax Levy

The District Governing Board is responsible for ~~authorizing~~ approving the request to the Board of Supervisors of Navajo County for the District's annual ~~college~~ property-tax levy.

(Revised 6/8/93; formerly Policy 1045; Reviewed only 2/20/18)

Policy 1902 Out-of-County Tuition Reimbursement

Counties which do not have operating, organized community colleges will be billed for their students' tuition in accordance with A.R.S. §15-1469.

(New 9/21/04; Reviewed only 2/20/18)

Policy 1903 Funds from College Events

Funds raised through and by college-sponsored activities are deposited with the Business Office and accounted for in accordance with policies of the Uniform System of Accounting and Financial Reporting for Arizona Community College Districts (USAFR).

(New 3/15/94; Reviewed only 2/20/18)

Policy 1910 Budget Development

The President, or designee, is responsible for the preparation of college budgets for recommendation to the District Governing Board in accordance with A.R.S. §15-1461 and the Uniform System of Accounting and Financial Reporting for Arizona Community College Districts (USAFR).

(Revised 9/21/04; Reviewed only 2/20/18)

Policy 1915 Budget Transfer

The President, or designee, is authorized to establish procedures ~~s~~ for budget transfers.

(Revised 3/10/98; Reviewed only 2/20/18)

Policy 1920 Accounting

The President, or designee, is responsible for the establishment and maintenance of an accounting system in accordance with the guidelines set forth in the Uniform System of Accounting and Financial Reporting for Arizona Community College Districts (USAFR), guidelines published by the American Institute of Certified Public Accountants (AICPA), and A.R.S. ~~§~~215-1473.

(Revised 9/21/04; Reviewed only 2/20/18)

Policy 1921 Financial Guidelines

The Uniform System of Accounting and Financial Reporting for Arizona Community College Districts (USAFR) as prescribed by the State Auditor General's Office will be the guidelines for all financial activity.

(Revised 9/21/04; Reviewed only 2/20/18)

Policy 1922 Financial Audit

A financial audit will be conducted by the State Auditor General ~~as soon as possible~~ within six (6) months after the close of each fiscal year. If such audit cannot be completed in reasonable time by the Auditor General, the President ~~may be~~ is authorized to hire a Certified Public Accountant to perform such audit.

(New 3/15/94; Reviewed only 2/20/18)

Policy 1923 Financial Condition

The President shall avoid fiscal jeopardy and material deviation from District Governing Board priorities as described in the current Strategic Plan.

The President will:

1. ~~Avoid~~ Authorize to expend less than or equal to the amount ~~expending more~~ ~~than~~ has been received and carried forward in the fiscal year in the General Fund.
2. ~~Avoid expending funds or indebting the District in~~ Maintain an amount that ~~reduces in the ending General Fund balance to less than of thirty percent or more of General Fund revenues recognized during the fiscal year.~~
3. ~~2.~~ ~~Avoid~~ Establish and maintain cash management practices that ~~prevent the~~ provide for the settlement in a timely ~~manner~~ settlement of payroll and other debts ~~or and~~ obligations of the District.
4. ~~3.~~ Make tax payments ~~or and~~ other government-ordered payments ~~or and~~ filings on an accurate and timely basis.
5. ~~4.~~ Inform the District Governing Board of contractual breaches, losses or potential losses from grant or contractual arrangements in the amount exceeding \$~~100~~50,000.
6. ~~5.~~ Submit a fiscally solvent budget that is in accordance with the College District's Mission and ~~the~~ Strategic Plan.
7. ~~6.~~ Submit a balanced budget ensuring that planned expenditures will not exceed the projected disbursements for the fiscal year.

Commented [EMJ1]: Operating reserve and capital reserve addressed in Policy in 1924 & 1926.

(Adopted January 19, 2010; Revised 4/17/18)

Policy 1924 Cash Reserve Policy

The District Governing Board recognizes the importance of maintaining adequate reserves in order to ensure financial and operational stability and has established the following cash reserve policy:

Northland Pioneer College will maintain actual June 30 general fund unrestricted and unallocated cash levels equal to at least twelve (12) months of budgeted general fund annual expenses. If these cash reserves fall below this level, the President shall present an action plan to the District Governing Board that will fully correct the shortfall within one year.

(Revised November 21, 2017; Reviewed only 2/20/18)

Policy 1925 Issuance of Bonds

The District Governing Board shall authorize negotiable bonds by resolution. The issuance of bonds shall be in accordance with the Arizona Revised Statutes, Title 15, Chapter 12, Article 5.

(Rev 6/8/93, 1/18/05; formerly Policy 1065; Reviewed only 2/20/18)

Policy 1926 Future Capital Reserve

The District Governing Board recognizes the importance of maintaining adequate reserves in order to ensure future capital financial resources and to reduce the cost of capital acquisitions and has accordingly established the following Future Capital Reserve policy:

~~Northland Pioneer College~~The District e-will ~~annually indicate~~establish annually an appropriate and specific dollar amount to be designated as future capital reserves in conjunction with the annual adoption of the capital fund budget. The Future Capital Reserve designation will occur by June 30 of each year.

(Adopted March 18, 2014; Revised 4/17/18)

Policy 1930 Expenditure of College Funds

The President, or designee, is responsible for the development of procedures for the expenditure of college funds in accordance with the Uniform System of Accounting and Financial Reporting for Arizona Community College Districts (USAFR) and guidelines published by the American Institute of Certified Public Accountants (AICPA).

(New 3/15/94; Reviewed only 2/20/18)

Policy 1931 Payment of Expenses

The ~~Board~~District Governing Board grants authority to the President, or designee, to pay all properly authorized expenses.

1. Payments made by checks will be signed by the President, Chief ~~Business~~ Financial Officer, or Director for Financial Services/Controller. In lieu of actual signature, a facsimile signature plate may be used.
2. Payments made by electronic transfer require approval by the President, Chief Financial Officer, or Director for Financial Services/Controller~~President, or Chief Business Officer, or Controller.~~

(Revised 4/18/17; Reviewed only 2/20/18)

Policy 1932 Procurement

Northland Pioneer College purchasing procedures shall substantially follow the rules and regulations of the Arizona State Procurement Code.

A.R.S. [§15-1444](#) describes general powers and duties of district governing boards and allows for district boards, in conjunction with other districts, to establish policies for the procurement of goods and services.

According to A.R.S. [§15-1445](#), the administrative powers and duties of the ~~d~~District ~~G~~governing ~~b~~BBoard include adopting policies for the ~~government governance~~ of the community college ~~districts~~ under its jurisdiction.

Additionally, under A.R.S. [§15-1473](#), the auditor general, in conjunction with the community college districts, shall prescribe a uniform system of accounting as provided in section [41-1279.21](#) for use by all community college districts ~~in~~ Arizona.

Under these statutes and system of accounting, the ~~d~~District ~~g~~Governing ~~b~~BBoard is responsible for the establishment of broad purchasing and ~~competitive~~ bidding policies and designates the President to develop ~~a~~ Ppurchasing procedures.

The President, or designee, will recommend and administer purchasing procedures in order to arrive at the best value for the college to provide sound fiscal stewardship for all stakeholders of ~~Navajo County Community College~~the District.

Additionally, as expenditures of federal assistance or contract funds occur, the College shall comply with all applicable state and federal regulations.

(Revised 5/21/19)

Policy 1933 ~~Voucher:~~ Check Approval Authorization

The District Governing Board grants authority to the President, or designee, to ~~authorize and~~ release checks.

1. All checks for amounts less than twenty-five thousand dollars will be released upon one signature on the check, ~~which~~ It may be a facsimile signature.
2. All checks for amounts more than twenty-five thousand dollars will be released upon two signatures on the check. One signature may be a facsimile signature with authorized signatories including the President, Chief Financial Officer, or Director for Financial Services/Controller~~the President, Chief Business Officer and Controller~~, of which one must be an original signature.

(Revised 4/18/17, 1/15/08; formerly Policy 1261; Revised 4/17/18)

Policy 1937 Contracting with Equal Opportunity Employers

Prior to the signing of contract documents with any contractor to perform services or provide goods in excess of fifty thousand dollars, to be funded from Federal dollars, the ~~Board~~District Governing Board shall require the submission of a letter of assurance that the contractor is an Equal Opportunity Employer in compliance with Executive Order 11246.

(Revised 4/21/92; formerly Policy 1080; Reviewed only 2/20/18)

Policy 1940 Capital Asset Policy

The ~~Board~~District Governing Board has established the following Capital Asset Policy ~~that is within the guidelines established by~~ in accordance with the Uniform System of Accounting and Financial Reporting for Arizona Community College Districts (USAFR) as required by the Office of the Auditor General.

Capitalization Thresholds:

Equipment, buildings, intangibles and improvements other than buildings valued at \$5,000 or more, and having a useful life of more than one year will be capitalized.

Land is ~~always~~ capitalized upon acquisition and/or purchase or donation at market value.

If expenditures increase the utility or significantly extend the useful life of an asset, they will be capitalized and added to the recorded cost of the asset. If expenditures maintain the original condition of an asset, they will be classified as repair and maintenance. The distinguishing feature between a capital improvement and a repair and maintenance expenditure is that a capital improvement results in an improved asset.

Acquisitions:

Equipment purchases of \$5,000 or more unless specified by grant procedure and land, building and site improvements must be purchased from the Unexpended Plant Fund, the Current Restricted Fund or the Current Auxiliary Enterprises Fund.

"System purchases" should be capitalized as a whole unit; however, items purchased in bulk will not be capitalized unless the unit cost is \$5,000 or greater.

Capital Grant Assets will be purchased from the Current Restricted Fund and capitalized.

Inventory and Maintenance:

A current Capital Asset Schedule will be maintained by the ~~Chief Business Officer~~Chief Financial Officer or ~~D~~designee. This list shall include current year additions, deletions and impairments. Assets are placed on the Master Capital Asset Schedule when they are purchased and removed from the listing when they are disposed.

Transfer and Disposition:

An Equipment Transfer/Disposition form is required to be completed and approved by the Director for Financial Services/Controller or their ~~D~~designee for all asset transfers and dispositions.

Assets transferred on a temporary basis meeting the capital asset threshold as defined above, will be tracked internally by the Dean, Director or Designee on a "check-out" sheet if the re-assignment is for less than one week.

Grant assets must follow this procedure and require additional approval from the Grant Administrator to ensure that any disposition requirements are fulfilled for items originally costing \$1,000 and greater.

(Revised 4/18/17; Revised 4/17/18)

Policy 1950 Salary Deductions

The ~~Board~~District Governing Board authorizes the President, or designee, to establish procedures for ~~the making of~~ payroll deductions from employees' salaries in accordance with Federal and State law and ~~Board~~District Governing Board policy. (New 1/6/75; formerly Policy 1055; Reviewed only 2/20/18)

Policy 1960 Reimbursement for Damages

The President, or designee, is authorized to ~~develop~~establish procedures for the ~~collection of~~pursuing reimbursement for damage to ~~college~~District-owned property or equipment.

(New 3/15/94)

Policy 1961 Agency and Club Funds Authorization

The President, or designee, is authorized to establish procedures for acceptance, control, and expenditure of agency and club funds.

(New 3/15/94)

Policy 1962 Travel

The President, or designee, ~~is responsible for~~ is authorized to establish procedures for the approving and authorizing expenditures for travel in accordance with the Arizona Revised Statutes. (See A.R.S. §15-1406)

(Rev 3/10/98; formerly Policy 1505)