



Bevill State Community College

SACS Reaffirmation of Accreditation Compliance Certification

Financial and Physical Resources Comprehensive Standard 3.10.4

The institution exercises appropriate control over all its financial resources. (**Control of finances**)

Judgment of Compliance:

Compliance **Partial Compliance** **Non-Compliance**

Rationale for Judgment of Compliance:

Bevill State Community College maintains control of financial resources in compliance with Alabama State Board [Policy 301.02](#).

Budgeting: The Vice President of Finance is responsible for sound budget and management practices. After budget requests are submitted by instructional and non-instructional departments, the Vice President of Finance evaluates them and compiles each fiscal [institutional budget](#) based on available funds and Alabama State Board of Education guidelines. This budget is submitted for review and approval first to the College president, then to the Department of Postsecondary Education, and finally to the Alabama State Board of Education.

Income: All income is received by the College's cashiers and credited to appropriate accounts. The administrative computing software has security procedures to control and protect the College's revenues, and other internal controls have been established to safeguard assets.

Expenses: All expenditures are controlled through a requisition/purchase-order system or check request format, both of which require multiple approvals from appropriate department chairs/supervisors, division deans/directors, and college-wide administrators. Purchases that require bidding are handled by the Purchasing Coordinator. All invoices are received by the Business Office and paid after materials are received, documented, and verified with approved purchase orders. As expenses and liabilities occur during the year, they are charged to the appropriate accounts; this procedure provides a current available balance for each account.

Audit: Records and activities of the Business Office are audited annually by the Alabama Department of Examiners of Public Accounts (State Board [Policy 318.01](#)). In addition,

the Chancellor is authorized to initiate and direct audits and reviews of College operations and to determine appropriate procedures, compliance measures, and standards applicable to such audits or reviews.

Fundraising: All fundraising activities for student organizations and clubs must be approved by the campus director of Student Services, Campus Associate Dean, and College-wide Student Services Administrator for Student Activities. Fundraising must be supervised by faculty/staff sponsor(s). Fund-raising procedures and forms are published in the *Bevill State Community College Personnel Handbook*.

Foundations: The Bevill State Community College Foundation, Inc. and the Walker College Foundation are externally funded, separate entities with independent boards. They are responsible to the College and exist to support its mission. The Foundations have the responsibility of providing the College with reports of external audits of their income and disbursements.

Investments: At fiscal year 2008, the College has approximately \$8,945,000 invested in Certificates of Deposit. The State Board of Education has approved a cash-management policy that outlines rules and regulations for investment of College funds ([Policy 308.01](#)). This policy requires that all deposits be approved by the President, all funds insured by and that all funds be insured by FDIC/ FSLIC, and designated as a Qualified Public Depository under the Security for Alabama Funds Enhancement program. The President has designated the Vice President of Finance to be responsible for the investment management of daily cash flows and short-term investments and for adhering to the cash-management policy. Investments are audited annually during the regular financial audit.

Cash Management: The College follows the procedure outlined in the Alabama State Board of Education Policy 301.02 and [Policy 302.02](#) for cash management. Each campus Business Office is the central location for cashiering of all College funds. A computer-numbered receipt is generated for all transactions. Daily updates of receipt transactions are forwarded to the Central Business Office for monthly reconciliation, and monthly bank reconciliations are performed to safeguard cash assets. Internal controls are maintained for the receipt and disbursement of funds. The President, Vice President of Finance, and others are covered by a fidelity bond as outlined in Alabama State Board of Education [Policy 302.01](#). A \$100,000 blanket bond is maintained for other personnel who are responsible for handling institutional funds.

References and Supporting Documentation:

| Keyword(s) | Reference |
|----------------------|---|
| Policy 301.02 | State Board Policy: 301.02 Accounting Procedures |
| Institutional budget | <ul style="list-style-type: none"> <li data-bbox="678 1738 987 1770">• Annual Budget FY 06 <li data-bbox="678 1770 987 1801">• Annual Budget FY 07 <li data-bbox="678 1801 987 1833">• Annual Budget FY 08 |
| Policy 318.01 | State Board Policy: 318.01 Audits |

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| <i>Personnel Handbook</i> | <ul style="list-style-type: none"> • <i>BSCC Personnel Handbook 2009: NUMBER: F/1.24 Fund-Raising Activities</i> • <i>BSCC Personnel Handbook 2009: Appendix PP Request to Conduct an Extracurricular and/or Fund-Raising Activities</i> |
| Policy 308.01 | State Board Policy: 308.01 Cash Management |
| Policy 302.02 | State Board Policy: 302.02 Treasurer |
| Policy 302.01 | State Board Policy: 302.01 Fidelity Bond Schedule |