

Comprehensive Standard 3.10.3

The institution exercises appropriate control over all its financial resources.

Impact Statement

Baton Rouge Community College exercises appropriate control over its financial resources.

Rationale

The Vice Chancellor for Finance, who reports to the Chancellor and serves on the Executive team, oversees the business, financial and physical functions of the institutions. Financial resource management responsibility for all locations is the responsibility of this Vice Chancellor.

- Annual Financial Reporting: The Vice Chancellor for Finance is responsible for preparing the annual financial report. The annual financial report is audited by the Louisiana Legislative Auditors and included in the LCTCS system audit ([Figure 3.10.3.1](#)).
- Budgeting: The Vice Chancellor for Finance is responsible for sound budget and management practices. After budget requests have been reviewed by the appropriate Vice Chancellors and Executive Team, the Vice Chancellor for Finance compiles the budget based on available funds. The budget is then submitted to the LCTCS for final approval. ([Figure 3.10.3.2](#)).
- Revenues: Revenues are generated through state appropriations, student assessed tuition and fees, and through federal and state grants. These revenues are recorded in the financial system of the institution based on its classifications by NACUBO.
- Expenditures: All expenditures are controlled through a requisition/purchase order system or check request procedure, which requires multiple approvals from appropriate supervisors, deans, directors, and college administrators. All invoices are received by the Accounting office and paid after materials are received, documented and verified against purchase orders or other approving documents. As purchase orders are issued, the appropriate expenditure account is encumbered, invoices are verified and documentation attached.
- Audits: Records and activities of the institution are audited annually by the Louisiana's Legislative Auditors ([Figure 3.10.3.3](#)).
- Fundraising: All fundraising activities for student organizations and clubs are coordinated through the Executive Director of Student Support. All fundraising must be supervised by faculty or sponsors. All funds are receipted by the cashier and credited to the appropriate revenue account.

- Foundations: The BRCC Foundation is externally funded and operates with an independent board. It is responsible to the College and exists to support the college's mission. The foundation is responsible for providing the college with reports of external audits and its income disbursements. The Foundation audit is an attachment to the College's financial statements submitted to the LLA.
- Cash Management and Investments: All fund are invested at the money market rate in the College's operating accounts ([Figures 3.10.3.4 and 3.10.3.5](#)).
- Cash Control: All income is received by the College's cashiers and credited to the appropriate accounts ([Figure 3.10.3.6](#)).

Supporting Evidence

[Figure 3.10.3.1](#) LCTCS 5.012 Annual Financial Reporting

[Figure 3.10.3.2](#) BRCC 8.1002 Annual Operating Budget Policy

[Figure 3.10.3.3](#) BRCC 8.1001 Audits Policy

[Figure 3.10.3.4](#) LCTCS 5.013 Cash Management and Investment Policy

[Figure 3.10.3.5](#) BRCC 8.1004 Cash Management and Investment Policy

[Figure 3.10.3.6](#) BRCC 8.1017 Cash Receipts Policy