Fiscal Checklist for Responsibility (RESP) Managers
Yosemite Community College District

Purpose: To provide a practical training tool for our Responsibility (RESP) Managers.

Fiscal Management

☐ Yes  ☐ No  1. Does your staff receive cash or checks? If so, is the money turned over to the College Business Office or District Fiscal Services within two (2) business days?

☐ Yes  ☐ No  2. Are you reviewing hard copy budgets regularly (at least monthly)?
   a. To check for over-expenditures or errors?
   b. To make sure expenses are hitting accounts as planned?

☐ Yes  ☐ No  3. Are you reviewing account numbers on fiscal documents and electronic requisitions?

General Management

☐ Yes  ☐ No  4. Are classified and management staff carrying more than one year’s worth of accrued vacation? If so, have you discussed this with them and encouraged them to take vacation?

☐ Yes  ☐ No  5. Are absence forms submitted timely for vacations, sick, personal necessity leave, etc…?

☐ Yes  ☐ No  6. Do you know where your staff members are and what they are doing?
   (e.g., “management by walking around,” regular meetings, progress reports, site visits.)

☐ Yes  ☐ No  7. Do you periodically review the work your staff is performing for completion and accuracy?

☐ Yes  ☐ No  8. Are your staff members adequately trained?
   (e.g., Datatel, policies & procedures, etc. . .)

☐ Yes  ☐ No  9. Are performance evaluations given to staff at least every other year?

Grant Management

☐ Yes  ☐ No  10. Do you carefully review all reports (Fiscal and Narrative) for accuracy before signing/approving them?

☐ Yes  ☐ No  11. Are purchases being made according to the grant plan and expenditure timelines?

☐ Yes  ☐ No  12. Do all purchases comply with conditions of the grant contract and all applicable Federal and State laws and regulations?

☐ Yes  ☐ No  13. Are time and effort sheets completed timely and accurately?

☐ Yes  ☐ No  14. If audited by the granting agency, could you justify all charges to the grant, including staff time?

☐ Yes  ☐ No  15. How are you complying with your match requirements, if applicable?
   What evidence do you have to show in the event of an audit?

☐ Yes  ☐ No  16. Is equipment purchased with Federal dollars tagged and logged appropriately?
17. Do you effectively manage FTE’s?
   - Does duration of classes maximize FTE generation?
   - Should classes with low enrollments be cancelled?
   - Is section data verified for completeness and accuracy?
   - Have you developed a process for reviewing enrollment reports?

18. Are material fees charged according to EC76365 and Title 5 CCR 59400–59408?
   - Fees must be required material . . . required to achieve objectives of a course
   - Material must be for tangible personal property . . . clay, uniforms, disks
   - Material must be owned or primarily controlled by the individual student
   - Material must have continuing value outside of the classroom . . . students can take home
   - Required material fees must be charged at district cost . . . no markup!