

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?

Instructional Deans

- Yes No 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?
- Yes No 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!