FINANCE PROCEDURE MANUAL	TITLE: Finance Department Procedures Guidelines	
	NUMBER: FIN-CON-001	VERSION: 04
	ISSUED DATE: **10/28/2008**	REVISION DATE: 5/3/2016

Purpose:

This procedure sets the framework for creating, editing, maintaining, and communicating Finance Department Procedures.

Definitions:

Laws: Florida Statutes (Primarily related to Education Code Sections).

Numbering Scheme: (FIN-XXX-NNN) Finance=FIN [all areas] then sub area: Controller=CON; Accounting/GL= ACG; Accounts Receivable/Credit Collections=SAS; Bursars/Cashiering= BUR; Budgets=BUD; Bookkeeping=BKP; Payroll=PAY; Accounts Payable=ACP; Grants and Foundation=GRF; then number 001-999. Unique or general areas that cross functions will fall under Controller (CON) area such as finance security, finance analyses, special projects.

Policies: Official District Board of Trustee (DBOT) Policies.

Procedure: For Finance, this means the official written documentation to assist in implementing Finance related policy or rule enforcement, activities, and standard business operations. Procedures are more general than step by step task demonstration, but more detailed than general Board policy, and will direct personnel to proper departments, personnel, or forms.

Rules: State Board of Education Rules for Community/State Colleges.

Template: Template similar to this document with its subsections to be used for all procedures.

Responsibility:

Under the direction of the Controller, each Finance Department Manager and Supervisor is charged with creating, reviewing, and maintaining certain procedures related to their areas of

expertise. Included with the creation and maintenance of such procedures, all Finance personnel are responsible for ensuring accurate communication of procedures and updates as needed.

➢ Procedure Details:

The following parameters are to be followed to make decisions about Finance Department Procedures.

1. Keep "Procedures" limited to documents that can effectively communicate responsibilities and steps to assist in following Board Polices, State Laws, Rules, and good business practices.
    a. Documents should not be overly detailed but sufficient to communicate to:
        i. College employees both inside and outside the Finance Department
        ii. Auditing Authorities
2. Determine the need for a procedure.
    a. Examine current processes and procedures.
        i. Edit current practice and procedure documentation to be suited for this format including "Purpose", "Definitions", "Responsibility", "Details", and "References".
    b. Use this **template** and format for all procedure documents which will then be reviewed by at least two other personnel then approved by Controller. Final versions will be cataloged and converted to PDF for general College availability.
    c. Review current Laws, State Board Rules, Board Policies, and Authoritative Professional Pronouncements.
        i. Fill in any gaps.
        ii. Pay close attention to areas where Laws or rules explicitly give local authority to make procedures.
        iii. Concentrate on Board Policy clarification and enforcement.
    d. Make sure other routine areas are covered where day to day interdepartmental operations are affected.
        i. Define who does what, when, where, how, etc.
        ii. Address frequently asked questions.
3. Include necessary forms or references to forms – and update as appropriate – (see references sample below).
    a. Use Position Titles rather than proper names.
    b. Use consistent terminology and definitions.
4. Review each procedure annually.

a. Controller's Office will keep final versions and updates electronically by dated order to assist in regular review.
b. All final documents will be considered public information.
c. All documents will be available via Finance Web Site.
d. All affected College Personnel will be reminded of updates.
    i. Email lists maintained to communicate changes.
    ii. Email to such groups for each change as it occurs pointing College personnel to the new/updated procedure.
e. If changes are substantial:
    i. Arrange for appropriate training
    ii. Train before implementation is required and
    iii. Certify affected personnel have attended/ passed/ completed related training.

References:

Finance Procedures:

http://www.palmbeachstate.edu/finance/procedure-manual.aspx

Florida Statutes:

http://www.flsenate.gov/statutes/

Procedures Template:

\\shared\files\FinSrvs\finance\Procedures\Template\FIN-ProcedureDocTemplate.dotx

Palm Beach State DBOT Policies:

http://www.palmbeachstate.edu/boardoftrustees/district-board-of-trustees-policies.aspx

State Administrative Rules:

https://www.flrules.org/gateway/ChapterHome.asp?Chapter=6A-14