

## **Fiscal Responsibility**

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**Policy No.: 300-45**

Effective: 4/04/01

### **POLICY:**

California State University, Northridge will exercise appropriate fiscal responsibility over all funds appropriated to and/or deposited with the campus. Appropriate fiscal responsibility will include, but not necessarily be limited to:

1. Ensuring that expenditures and expenditure commitments do not exceed available resources
2. Ensuring that funds are expended for the purposes, and within the time periods, intended
3. Ensuring that internal controls are exercised to protect campus funds from misuse
4. Ensuring that all receipts and expenditures are correctly classified to meet external reporting requirements and to provide for internal management reporting
5. Ensuring compliance with all campus policies relating to the collection, deposit, and expenditure of funds.

### **BACKGROUND:**

This policy is established to insure compliance with State and System-wide agreements and to develop a mechanism for understanding the full cost of campus activities.

### **REFERENCES:**

[Executive Order 551](#)

### **RESPONSIBILITIES:**

Vice Presidents and other heads of campus units reporting directly to the President are responsible for compliance with this campus policy. Unit heads shall take appropriate steps to implement this policy within their organizations and to ensure its regular review with affected campus managers.

### **FURTHER INFORMATION:**

For additional information, contact:

- AVP, Financial Services
- AVP, Budget Planning and Management

**APPROVED BY THE PRESIDENT**