

SECTION III: ACCOUNTING

FISCAL RULE NUMBER

- 3-1 Accounting Principles and Standards
- 3-2 Interface with the State Financial System
- 3-3 Delegated Authority
- 3-4 Financial Transactions and Internal Controls
- 3-5 Reporting of Fraud, Theft or Embezzlement
- 3-6 Accountability and Capitalization of Equipment

Rule 3-1 **Officer of the College and the College Controller shall annually certify to the State Controller as to the adequacy of its systems of internal accounting and administrative controls. The certification form, content and due date shall be determined by the State Controller**

Rule 3-2 **INTERFACE WITH THE STATE FINANCIAL SYSTEM**
The College shall continue to report to the State Controller regarding its financial transactions as required by law. To facilitate such reporting, the College shall maintain an electronic interface with the State financial system acceptable to the State Controller and the College.

The College is authorized by the State Controller as the custodian of the College's portion of the financial database on the State financial system. The College shall not grant any person access to financial data contained on the State financial system for general perusal, other than College employees or representatives for College business purposes. Specific requests for query access to the financial database of the Coll and

of the College. These Rules may only be waived or
College under these Rules.

INTERNAL CONTROLS

ative controls that reasonably ensure that financial
prior to recording transactions on the College
risk, cost, and business requirements shall be

FR A UD AND EMBEZZLEMENT

of programs and controls to prevent, deter and
Financial Statements shall be reported to the College

Rule 3-6 ACCOUNTABILITY AND CAPITALIZATION OF EQUIPMENT

The College is responsible for ensuring that all equipment acquired by the College is properly accounted for when acquired, inventoried and safeguarded throughout its useful life, and properly accounted for at the time of disposal. Items with a useful life of greater than one year purchased by the College shall be either capitalized or expensed in the fiscal year in which it was acquired, based on applicable capitalization thresholds.