

<i>Responsibility Matrix</i>	
Fund Manager/Executive Council Member	Business Services/CBO
Submits grants outside Adopted Budget to Board	Develops & Submits District Tentative & Adopted Budgets
Develops Program Budgets (Submajor Accounts)	Loads Budgets Into Banner
Uses ARGOS, SSB & other tools to generate financial reports	Provides advice on available tools. Prepares adhoc reports upon request. Develops recurring reports upon request.
Has responsibility for assigned budgets. Tracks expenses/encumbrances to budget.	Ensures system controls to not exceed board-approved budget
Ensures accuracy of expenses/encumbrances. Communicates adjustments to appropriate areas: personnel-HR and other expenses-business services	Makes necessary journals at the request of fund managers to ensure accuracy of expenses
Transfers budgets outside submajor accounts	Approves transfers and manually inputs approved exceptions
<p><u>Responsible for meeting program report deadlines.</u></p> <p>Submits for draft review 2 weeks prior to due date. All necessary information should have been requested and received by this time in order to complete the report. <i>Please allow 2 weeks for information requests.</i> If information is needed and not provided timely after being requested (4 weeks before due date), elevate to the Controller. If information is still needed after being requested to the Controller, then (3 weeks before due date) elevate to the Executive Director of Business Services.</p>	<p>Reviews financial reports to ensure accuracy of information. <u>Responsible for District-level reporting deadlines.</u> Responsible for preparing and submitting District-level reports; monthly board reports, CCFS311 quarterly and annual reports, enrollment fee report, Prop 30 Budget Plan & Actuals, GANN reporting, Lottery Reporting, Property Tax reconciliations, Annual accreditation fiscal report, Insurance projected and actual reporting, Board Reports (Financial, POs & Travel) CCFS320 (in conjunction with enrollment services), Equity in Athletics Report, etc. Performs bank reconciliations, financial aid reconciliations, disbursement reconciliations, revenue and receipt reconciliations, end of year accrual adjustments, cash reconciliations to the County Treasury, cash reporting to LACOE, annual audit schedules</p>
Responsible for ensuring purchasing & contract procedures are followed	Provides advisory services and establishes policy in the areas of purchasing, contracts & fiscal matters.
Approves invoices for payment (when necessary)	Pays vendors & issues necessary tax documents and tax returns (1098T, 1099s, sales & use tax)