

## **FISCAL SERVICES STAFF AREAS OF RESPONSIBILITY**

50% Law, Application for Exemption – Michael Yarber  
CCFS-350A (9-15), CCFS-350B (12-1)

Academic Calendar – Elias Regalado

Annual Financial and Budget Report – Michael Yarber  
(10/10) CCFS-311

Apportionment Attendance Adjustment Application – Elias Regalado  
CCFS-317 (By request)

Apportionment Attendance Report – Elias Regalado  
CCFS-320 (1/15, 4/30, 7/15, 11/1)

Attendance Accounting – FTES – Elias Regalado

Audit Finding Summary Form – Terry Lawhead  
CCF-281

Audit Resolution – Terry Lawhead

Auxiliary Organization Audit Reports – Christine Atalig/Glen Campora

Basic Skills FTES Supplemental Funding – Elias Regalado

Bill Analyses - ALL

Budget and Accounting Manual – Michael Yarber

CalSTRS “Golden Handshake” Certification Application – Glen Campora

Concurrently Enrolled Students (K-12) – Elias Regalado

Contracted District Audits – Terry Lawhead

Contracted District Audit (CDA) report receipt form – Terry Lawhead  
CCFS-270 (Nov-Feb)

Contracted District Audit Manual – Christine Atalig/Glen Campora

Compressed Calendar – Elias Regalado

District Accounting Operations – Michael Yarber

Education Revenue Augmentation Fund – Ed Monroe/Diane Brady  
CCFS-ERAF (Fall/Spring)

Emergency Request  
(Waiver of 175-day Requirement and/or FTES Adjustment) – Elias Regalado  
CCFS-313 (By request)

Enrollment Fee Revenue – Ed Monroe/Diane Brady  
CCFS-323 (1/15, 4/15, 9/15)

Faculty Contact Hour Adjustment to FTES  
(for districts on Flex Calendar) – Elias Regalado  
CCFS-320F (1/15, 4/30, 7/15, 11/1)

Fiscal Data Abstract/Fiscal Information – Michael Yarber

Fiscal Independence – Christine Atalig/Glen Campora

District Fiscal Monitoring, follow-up procedures – Christine Atalig/Glen Campora

Fiscal Reviews (General/Federal) – Christine Atalig/Glen Campora

FT/PT Faculty Requirement – Michael Yarber

Gann Limit – spending limit allowance – Michael Yarber  
CCFS-311 (10/10)

Lottery Funds/Revenue – Michael Yarber  
CCFS-311 (10/10)

Lottery Workload (FTES) – Elias Regalado

Maintenance Allowance (Reimbursement Claim) – Elias Regalado  
CCFS-355 (8/1)

New facility FTES growth – Ed Monroe/Diane Brady

Nonresident Tuition, Nonresident Tuition Fee Worksheet – Michael Yarber

Part-Time Faculty Compensation Report (11/1) – Michael Yarber

Part-Time Faculty Health Insurance Program – Michael Yarber  
CCFS-360 (6/1, 11/1)

Part-Time Faculty Office Hours Program – Michael Yarber  
CCFS-365 (6/1, 11/1)

Program Based Funding Issues – Ed Monroe/Diane Brady

Proposition 98 Funding – Ed Monroe/Diane Brady

Property Tax Revenue – Ed Monroe/Diane Brady  
CCFS-329 (4/30, 11/15)

Quarterly Financial Status Report – Christine Atalig/Glen Campora  
CCFS-311Q (Quarterly)

Residency Issues – Elias Regalado

Special Reviews – Christine Atalig/Glen Campora

Student Attendance Accounting Manual – Elias Regalado

Student Health Services Fee – Michael Yarber