

### **C.1.1 (Policy) Financial Ethics and Accountability**

Responsible Department: Vice Chancellor for Finance and Administration

Board Adoption: 8-18-09

Last Board Action: 8-18-09

Last Amended: 2-5-18

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The Alamo Colleges District requires that all Alamo Colleges District trustees, employees, vendors, contractors, consultants, and any other parties who are involved in the Alamo Colleges District's financial transactions maintain the highest ethical standards. They shall perform their duties in accordance with Alamo Colleges District finance policies, state and federal law, and act with integrity and diligence in all duties involving the Alamo Colleges District's financial resources.

All Alamo Colleges District funds and resources shall be used only for authorized institutional purposes. Improper use of institutional funds and resources, including but not limited to unauthorized or personal use or abuse of timekeeping and time entry, shall not be tolerated. Violators are subject to prosecution to the fullest extent of the law, and disciplinary action, up to and including termination of employment.

Periodic financial reports shall be submitted to the Board outlining the progress of the budget to that date and reporting on the status of all Alamo Colleges District funds and accounts. These financial and budget progress reports shall indicate all receipts and their sources for the period, expenditures and their classification for the period, and the various fund balances at the beginning and the end of the period.

Procedure [C.1.1.1](#) Financial Ethics and Accountability

*Legal Reference - TACC Policy Reference Manual*

CD(LEGAL) - Accounting

CDA(LEGAL) - Accounting: Financial Reports and Statements

CDC(LEGAL) - Accounting: Audits

SACSCOC – Section 2, Core Requirements, 2.2 Evidence of Board using adequate financial resources.