

## **ATTENDANCE AUDIT PROCEDURES**

**BP 6030**

The Cabrillo Community College District policy on attendance audit procedures is established in accordance with the California Administrative Code, Title 5, Chapter 1 (attendance), entitled Support Documentation to promote accurate reporting of attendance data used in apportionment reporting and to facilitate audits of related attendance records by the District's auditor, State Department of Finance, California Community Colleges Chancellor's Office, and federal auditors when federal funds are involved.

It is the policy of the Cabrillo Community College District to comply with the attendance legislation in Chapter 1, Division 9, of Title 5. The procedures and support documentation will promote accurate attendance reporting, and will facilitate audits of attendance records by the District's auditor, California Community Colleges Chancellor's Office, State Department of Finance, and federal auditors when federal funds are involved.

Legal Reference: Education Code Section 84040; and Ca. Adm. Code, Title 5, Section 58030.

Adopted: June 6, 1988