

CHANCELLOR'S PROCEDURE FOR POLICY
304.02: Electronic Posting of Financial Data

Each college and institution of the Alabama Community College System shall have on its principal web site a link titled *Financial Disclosure Data*.

1. Financial data shall include:
 - a. All grants and expenditures by the college or institution during the current fiscal year, specifying the amount, date, agency, funding source(s), grantee/payee, purpose, as well as an identifying number by which the grant or expenditure's pertinent contract, invoice, purchase order or grant documents may be requested.
 - b. A list of all contracts for goods and/or services of any type entered into by the institution during the current fiscal year, requiring Vendor Disclosure Statements. Information contained in the posting must include the name of the contractor, purpose, compensation, funding source(s), term of the contract, as well as an identifying number by which a copy of such contract and/or any payments made under such contract may be requested.
 - c. A list of all persons currently employed in any capacity by such institution, including each such person's name, job title, salary grade and step or rate of pay, full or part time status, and date of original employment. Each institution shall also accompany such lists with all pertinent salary schedules.
 - d. Financial data from fiscal year 2007 and for each fiscal year thereafter shall remain accessible.
 - e. Financial data shall not include information which is required to be kept confidential by State or Federal law.
2. On the Financial Disclosure Data webpage each institution shall have links titled *Expenditures*, *Contracts*, and *Employees*.

- a. Expenditures

On the *Expenditures* link each institution shall list all expenditures (to include gross payrolls) for each month, by the 15th of the following month, and include the following information:

- Institution name
- Check Number
- Payee
- Date
- Amount

- Funding Source (funding source should reflect the fund from which the expenditure was made)
- Purpose (the purpose of the expenditure should reflect the description of the object code—(e.g., 500 Series—Personnel, 641—Materials and Supplies, 710—Equipment))

b. Contracts

On the *Contracts* link, institutions shall list all contracts and grants for which monetary consideration is involved and for which a Vendor Disclosure Statement is required – (this definition does not include employment contracts or purchase orders).

The following information should be included:

- Institution name
- Identifying Number
- Contractor
- Term (the term should reflect the dates the contract is in effect)
- Amount
- Funding Source
- Purpose (the purpose should reflect the description of the object code)

c. Employees

The *Employees* link shall point to the publically available report created as part of the Data Access and eXchange (DAX) System which will disclose the information required by the policy on all employees currently employed by the institution using the data submitted by the institution to the DAX System. The link shall point to <https://dax.dpe.edu/Reports/Policy30402Per.aspx?colcode=99> where 99 is the institution's DAX college code.

3. All financial data shall be published in a format capable of being easily downloaded, searched, and sorted by software commonly available on consumer-owned personal computers over internet connections.
4. The Alabama Community College System Office shall maintain electronic links to each institution's financial data.