

Approved
January 27, 2009
Last Revised
July 15, 2016
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July 15, 2016

AP 6200 BUDGET PREPARATION

References:

Education Code Section 70902(b)(5);
Title 5 Sections 58300 et seq.;
WASC/ACCJC Accreditation Standard III.D

The annual budget shall support the District's strategic and educational plans.

Assumptions upon which the budget is based shall be presented to the Board of Trustees for review.

Unrestricted general fund reserves shall be no less than the prudent reserve defined by the California Community Colleges Chancellor's Office or 7% of total annual expenditures in the Unrestricted General Fund. (See AP 6305 titled Reserves).

Material changes in any assumptions upon which the budget was based shall be reported to the Board in a timely manner.

Budget projections shall address long-term District goals and commitments.

A budget calendar shall be established by the Chief Business Officer or designee, including presentation of a tentative budget to the Board no later than July 1, and the final adopted budget no later than September 15. A public hearing on the budget shall be held on or before September 15.

Copies of the adopted budget shall be submitted to the California Community Colleges Chancellor's Office before October 1.

The Chief Business Officer shall involve the appropriate groups in defining a consultation process for budget development.

The Chief Business Officer shall be responsible for timely submission of all financial reports, such as the CCFS-311, required by the California Community Colleges Chancellor's Office.