

Approved
January 27, 2009
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AP 6250 BUDGET MANAGEMENT

References:

Title 5 Sections 58305, 58307, and 58308

Total amounts budgeted as the proposed expenditure for each major classification of expenditures shall be the maximum expended for that classification for the academic year, except as specifically authorized by the Board of Trustees.

Transfers may be made from the reserve for contingencies to any expenditure classification by written resolution of the Board, and must be approved by a two-thirds vote of the members of the Board.

Transfers may be made between expenditure classifications by written resolution of the Board, and may be approved by a majority of the members of the Board.

Excess funds must be added to the general reserve of the District, and are not available for appropriation except by resolution of the Board setting forth the need according to major classification.

All units of the District shall operate within the allocations of the current budget. The District Chancellor has overall responsibility for management of the District's budget. The Chief Business Officer is responsible for the general management of the budgeting, controlling, and accounting programs of the District and for providing periodic reports to the District Chancellor, the Board, and the community.

Budget management shall conform to the following standards:

- The budget shall be managed in accordance with Title 5 and the California Community Colleges' Budget and Accounting Manual. Budget revisions shall be made only in accordance with the related board policy, these procedures, and as provided by law.

- Transfers of money within the same major classification of accounts may be made without prior Board approval.

During the final quarter of the fiscal year, budget categories shall be examined and the year-end status of each shall be estimated. Before the close of the fiscal year, appropriate amounts shall be transferred from those accounts in which a surplus is anticipated into those in which a deficit is anticipated.