

BUDGET PREPARATION

The Board of Trustees is responsible for the control of all the funds of the District and accepts the responsibility to direct the use of these funds in a prudent manner.

Each year, the Chancellor shall direct the staff in the development of the budget and present to the Board a budget, prepared in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. The schedule for presentation and review of budget proposals shall comply with state laws and regulations, and provide adequate time for Board study.

Budget development shall meet the following criteria:

- The annual budget shall support planning, both on a District-wide and college basis. Planning documents critical to the development of the budget are the District-wide strategic plan, college strategic plans, educational and facilities master plan, District-wide information technology plan, and other planning documents.
- The Board of Trustees Budget Development Guidelines are used to build the budget.
- Assumptions upon which the budget is based are presented to the Board for review.
- Changes in the assumptions upon which the budget was based shall be reported to the Board in a timely manner.
- A schedule is provided to the Board by the December Board Organization meeting of each year that includes dates for presentation of the tentative budget, required public hearing(s), Board study session(s), and approval of the final budget. At the public hearings, interested persons may appear and address the Board regarding the proposed budget or any item in the proposed budget.
- Unrestricted general reserves shall be no less than 7.5%.
- Budget projections address long term goals and commitments.

Following the adoption of the District budget by the Board of Trustees, the Chancellor shall administer the budget in conformity with all legal requirements and the actions of the Board of Trustees.

Reference:

*Education Code Section 70901, 70902, 70902(b)(5);
Title 5, Section 58300 et seq.*

Adopted: 9-23-91
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