

# ADMINISTRATIVE REGULATION

3100

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BUSINESS

## BUDGET PREPARATION

The Chancellor or designee determines the time and manner in which the final annual budget shall be prepared and issues instructions to the staff. These instructions shall include a schedule for the preparation of the budget known as the "Budget Calendar."

### TENTATIVE BUDGET

The Vice Chancellor of Business Services presents the tentative budget to the Chancellor, who upon review and approval, presents it annually to the Board of Trustees no later than July 1.

### PROPOSED FINAL BUDGET

The proposed final budget is developed from the tentative budget and is made available for public inspection as prescribed in Title 5 of the California Code of Regulations. Dates, times, and locations where the proposed budget may be inspected, and the date, time, and location where the public hearing on the budget will be held, are published in a newspaper of general circulation available in the District at least three days before the proposed budget is available for public inspection.

### PUBLIC HEARING

The Board of Trustees shall hold a public hearing on the proposed final budget annually on or before September 15 and prior to the adoption of the final budget for the purpose of permitting any resident of the District to appear and object to the proposed budget or any item in the budget.

### ADOPTION OF THE FINAL BUDGET

The Board of Trustees adopts the final budget. The adopted budget is filed with the California Community College Chancellor's Office on or before September 30 as part of the Annual Financial and Budget Report (Form CCFS-311).

#### *References:*

*Accreditation Standard III.D.;*  
*Education Code Section 70902(b)(5);*  
*Title 5, Section 58300 et seq.*

Adopted: 09-23-91      Revised: 08-26-13  
Revised: 08-30-99      Revised: 06-13-19  
Revised: 01-20-09