

BUDGET PREPARATION

The Chancellor or his/her designee determines the time and manner in which the 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."

The budget development processes shall include consultation with appropriate groups.

A. Tentative Budget

The tentative budget is presented by the Deputy Chancellor to the Chancellor, who subsequently, upon review and approval, presents it to the Board of Trustees no later than July 1 (Title 5, Section 58305(a)).

B. Proposed Budget

The proposed 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.

C. Public Hearing

The Board of Trustees shall hold a public hearing on the proposed budget on or before September 15 (Title 5, Section 58305(c)) 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.

D. Adoption of the Final Budget

The Board of Trustees adopts the final budget. Two copies are then filed with the California Community College Chancellor's Office on or before September 30 (Title 5, Section 28305(d)).

An Annual Financial and Budget Report (Form CCFS-311) shall be submitted to the California Community College Chancellor's Office.

Reference:

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

Adopted: 9-23-91
Revised: 8-30-99
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