

ADMINISTRATIVE REGULATION

6250

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BUSINESS AND FISCAL AFFAIRS

BUDGET MANAGEMENT

Title 5 requires that budget management conform to the following minimum standards:

- A. 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.
- B. 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.
- C. 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.
- D. 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.

TRANSFER OF BUDGET APPROPRIATIONS

- A. Transfers of appropriations between major objects of expenditures are submitted to the Board of Trustees for approval/ratification. Requests for such transfers are to be based on circumstances that could not reasonably have been anticipated at the time of budget preparation. A statement of purpose for the transfer shall accompany the request.
- B. The Vice Chancellor of Business Services or District Executive Director of Fiscal Services, approve all transfers of appropriation, which are subject to ratification by the Board of Trustees. Transfer requests shall be presented for ratification by the Board of Trustees no later than sixty (60) days following the receipt and implementation of the transfer request.
- C. Major Classifications of Expenditure:
- D. A major classification of Expenditure (major object code classifications) is a classification prescribed by the Budget and Accounting Manual (BAM) and delineated as follows: 1000 academic salaries, 2000 classified and other non-academic salaries; 3000 employee benefits; 4000 supplies and materials; 5000 other operating expenses and services; 6000 capital outlay; and 7000 other outgo.
- E. The responsibility for the authorization of transfer of appropriations preceding submittal to the Vice Chancellor of Business Services is placed in accordance with the following:
 - 1. College budget transfers: College President or designee.

Adopted: 12-05-88
Revised: 09-23-91
Revised: 08-30-99

Revised: 05-10-12
Revised: 03-14-19

Page 1 of 2

2. District Services budget transfers: Chancellor, Vice Chancellor or designees for the division budget under their administration.
3. Other budget transfers (such as Capital Outlay): Chancellor or Vice Chancellor of Business Services or designees.

References:

Title 5 Sections 58307 and 58308

Adopted: 12-05-88 Revised: 05-10-12
Revised: 09-23-91 Revised: 03-14-19
Revised: 08-30-99