

Business and Fiscal Affairs
DRAFT as of 5/10/13

BP 6200 BUDGET PREPARATION

References:

Education Code Section 70902(b)(5);
Title 5 Sections 58300 et seq.

NOTE: *This policy is **legally required**.*

Each year, the Chancellor shall 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 law and regulations, and provide adequate time for Board study.

NOTE: *Although the following language is not legally required, it is **legally advised**. Boards may devise specific criteria as they wish, as long as they comply with regulations.*

Budget development shall meet the following criteria:

- The annual budget shall support the District's master and educational plans.
- Assumptions upon which the budget is based are presented to the Board for review.
- A schedule is provided to the Board by [insert date] January 31st 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 [#] 5% (prudent reserve is defined by the California Community College Chancellor's Office as 5%).
- Changes in the assumptions upon which the budget was based shall be reported to the Board in a timely manner.
- Budget projections address long term goals and commitments.

NOTE: *The **red ink** signifies language that is **legally required** and recommended by the Policy and Procedure Service and their legal counsel. The language in purple was added by Lorenzo Legaspi on 5/8/13*

Date Adopted:

*(This is a new policy recommended by the
Policy and Procedure Service)*