

BUDGET PREPARATION

*References: Education Code Section 70902(b)(5);
Title 5, Section 58300, et. seq.;
Accreditation Standard III.D
Board Policy No. 6200 – (BP) Budget Preparation*

Institutional Planning and the Budget Development Process

The annual budget shall support the College District's Mission, Vision and Values Statement (District Policy No. 1200 BP). Also, budget planning supports institutional goals and is linked to strategic plans and other institutional planning efforts such as program review and outcomes assessment, Strategic Planning, and the Educational Master Plan. Budget projections shall address long-term College District goals and commitments.

Reviewing the Budget Development Process

The budget development process includes a review of the process in fall semester by the Budget Committee, which is a standing committee of the Shared Consultation Council and includes representatives from all constituents per District Policy No. 2510 BP, "Shared Planning and Decision Making." The Budget Committee, and other appropriate groups, may provide recommendations to the Superintendent/President regarding the budget development process by February of each year.

Budget Calendar: Local and Statewide

A budget calendar that includes presentation of the tentative and final budgets shall be developed within the College District collegial consultation/shared planning and decision making process. The tentative budget shall be presented to the Budget Committee and to the Governing Board no later than July 1 [Title 5, Section 58305(a)], and a final budget no later than September 15 [Title 5, Section 58305(c)]. A public hearing on the budget shall be held on or before September 15 [Title 5, Section 58301]. The September 15 deadline may be extended when adoption of the state budget is delayed. Two copies of the adopted budget will be submitted to the California Community Colleges Chancellor's Office on or before September 30 [Title 5, Section 58305(d)].

On or before September 30, the College District shall complete the preparation of its adopted annual financial and budget report, the CCFS311 report. The College District will submit a copy to the Chancellor's Office on or before October 10.

All dates are subject to change if directed by the California Community Colleges Chancellor's Office.

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Budget and Financial Reporting

The Assistant Superintendent/Vice President for Business and Financial Affairs, shall be responsible for the timely submission of all financial forms required by the Chancellor's Office, including the quarterly CCFS311Q reports and the annual CCFS311 report.

General Board Information

Assumptions upon which the budget is based shall be presented to the Governing Board for review prior to the approval of a tentative or final budget. The Superintendent/President will make recommendations to the Governing Board on budget matters. Material changes in any assumptions upon which the budget was based shall be reported to the Governing Board in a timely manner.

Unrestricted general fund reserves are defined in District Procedure No. 6210 AP, "General Fund Reserve," but shall be not less than the prudent reserve defined by the California Community Colleges Chancellor's Office as a general fund balance of not less than five percent of expenditures.