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| Book | Board Policy |
| Section | Chapter 6 - Business and Fiscal Affairs (including former Article 3 - Business, Operations, Systems and Facilities) |
| Title | Budget Preparation |
| Code | BP 3100 |
| Status | Active |
| Legal | California Code of Regulations, Title 5, Sections 58301 et seq. Education Code 70902 Government Code Section 7900 |
| Adopted | January 7, 1963 |
| Last Revised | August 16, 1999 |

The Chancellor shall have prepared and submit to the Board of Trustees in June a tentative budget for the ensuing fiscal year. Development of the budget shall begin early in the calendar year in order to provide ample opportunities for the Board, staff and constituencies to consider all relevant data, parameters and issues prior to Board adoption at a regularly scheduled meeting. The tentative budget shall be filed with the appropriate agencies on or before July 1 each year.

In accordance with Title 5 regulations, the tentative budget shall include estimated income and proposed expenditures in sufficient detail to permit comparisons between the proposed budget and the actual revenues and expenses in the current year. The tentative budget shall also reflect the following:

- Adherence to principles of sound fiscal management.
- Allocation of resources to instructional and support programs consistent with the District's mission, goals and priorities.
- A balance between resources and expenditures.
- An unrestricted general fund reserve sufficient to provide for working capital, state and local funding uncertainties and future emergencies the Board may declare.
- Current enrollment projections.
- Appropriations consistent with relevant laws, regulations and donor guidelines.
- Date, location and time of Board public hearing to be held prior to final budget adoption.

Approved 1/7/63
Amended 8/16/99