BP 6200  BUDGET PREPARATION

References:
Education Code Section 70902(b)(5);
Title 5 Sections 58300 et seq.
ACCJC Accreditation Standard III.D

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.

The District budget is a financial plan (for the operation of the District and its Colleges) for the fiscal year, developed in accordance with Board-adopted educational goals and objectives and fiscal standards. It will be made available for review. In addition to meeting all applicable legal and regulatory requirements, the District budget shall, to the greatest extent possible, be written in such a manner that students, faculty, staff, and other members of the community may understand it.

Each year, the Board will adopt a budget calendar and identify Board budget priorities. The budget calendar will provide adequate time for Board study and for the early establishment of Board Budget Priorities. The schedule for presentation and review of budget proposals shall comply with state laws and 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 March 1 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.
- 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.
BP 6240   ALLOCATION OF COMMUNITY SUPPORT FUNDS

References:
California Education Code Sections 58770, 84750, 84751, 84751.5
California Code of Regulations,
Title 5, Sections 53200 et seq.

Community Support Funds refer to the amount of general fund revenues, consisting of
the total of proceeds from property taxes, student enrollment fees, and other revenues
defined by statute, that exceed the California Community College Chancellor’s Office
calculation of the district’s total entitlement based upon Full-Time Equivalent Students
(FTES), infrastructure factors, and other factors (“Total Computational Revenue” or “SB
361 calculation”).

The Chancellor, in collegial consultation with all constituent groups, shall develop an
annual, dynamic process for identifying and allocating Community Support Funds. District
and College Mission Statements, Strategic Planning, and Educational and Facilities Master Plans, and similarly appropriate criteria will form the basis for allocations.

Any unallocated Community Support Funds will be held in the Community Support Fund
Reserve, uniquely identified as such in all District financial reporting.

The Chancellor shall establish Administrative Procedure(s) governing the process by
which District and college proposals for allocation of Community Support Funds are
submitted to the Board of Trustees for consideration.

See Administrative Procedure 6240.

Date Adopted: April 21, 2015
BP 6250  BUDGET MANAGEMENT

References:
Title 5 Sections 58307 and 58308

The budget shall be managed in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. Budget revisions shall be made only in accordance with these policies and as provided by law.

The District’s unrestricted general reserves shall be no less than 5%. (A prudent reserve is defined by the California Community College Chancellor’s Office as 5%) The District shall retain no more than a 3% contingency reserve.

Revenues accruing to the District in excess of amounts budgeted shall be added to the District’s reserve for contingencies. They are available for appropriation only upon a resolution of the Board that sets forth the need according to major budget classifications in accordance with applicable law.

Board approval is required for changes between major expenditure classifications. Transfers from the reserve for contingencies to any expenditure classification must be approved by a two-thirds vote of the members of the Board. Transfers between expenditure classifications must be approved by a majority vote of the members of the Board.

See Board Policy 6240 regarding reserves for Community Support Funds.

Date Adopted: January 17, 2012
Date Revised: April 21, 2015
BP 6300  FISCAL MANAGEMENT

References:
Education Code Section 84040(c);
Title 5 Section 58311;
ACCJC Accreditation Standard III.D

The Chancellor shall establish procedures to assure that the District’s fiscal management is in accordance with the principles contained in Title 5 Section 58311, including:

- Adequate internal controls exist.
- Fiscal objectives, procedures, and constraints are communicated to the Board and employees.
- Adjustments to the budget are made in a timely manner, when necessary.
- The management information system provides timely, accurate, and reliable fiscal information.
- Responsibility and accountability for fiscal management are clearly delineated.

The books and records of the District shall be maintained pursuant to the California Community Colleges Budget and Accounting Manual.

As required by law, the Board shall be presented with a quarterly report showing the financial and budgetary conditions of the District.

As required by the California Community Colleges Budget and Accounting Manual, expenditures shall be recognized in the accounting period in which the liability is incurred, and shall be limited to the amount budgeted for each major classification of accounts and to the total amount of the budget for each fund.

The Chancellor or his/her designee shall make appropriate regular reports to the Board and shall keep the Board fully advised regarding the financial status of the District.

The Chancellor or his/her designee shall immediately report to the Board any negative information or conditions significantly affecting the financial status of the District.
District administrators are primarily responsible for safeguarding District resources by establishing and maintaining sound business controls designed to deter and detect potential misuse of resources. Further, the District shall encourage its employees and other persons to disclose improper activities as defined in the Reporting of Improper Governmental Activities Act (per the Government Code) and to protect those reporting improper activities from reprisal or intimidation.

Date Adopted: January 17, 2012
Date Revised: April 21, 2015