POLICY ON BUDGET PREPARATION

Reference: California Education Code Section 70902(B)(5)
Title 5, 58300 et seq.

Each year, the Superintendent-President or designee shall present to the Board of Trustees 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 review.

Budget development will meet the following criteria:

- The annual budget will 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 each year that includes dates for presentation of the tentative budget, required public hearing(s), Board workshop session(s), and approval of the final budget. At the public hearings, interested parties 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 5.5% of unrestricted general fund expenditures.

- Changes in the assumptions upon which the budget was based will be reported to the Board in a timely manner.

- Budget projections address long-term goals and commitments.

Adopted: January 12, 2010