

6010.

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 Fund unassigned fund balance 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.
- Fund balance definitions will be in accord with Governmental Accounting Standards Board (GASB) Statement No. 54. These currently include and are defined as:
 - A. Restricted - can only be spent for specific purposes stipulated by law or external resource providers.



- B. Committed - can only be spent for purposes determined by formal action of the Board of Trustees.
 - i. The Board of Trustees designates the fund balances in the Capital Projects Fund, Retiree Benefits Fund, Self-Insurance Fund, and Veteran's Stadium Fund as committed solely for the purposes established for each fund.
- C. Assigned - determined to be used for specific purposes but not by formal action or law.
- D. Unassigned - all amounts not classified as either restricted, committed, or assigned.

Adopted: January 12, 2010
Revised: April 24, 2016

