

6010. ADMINISTRATIVE REGULATIONS ON BUDGET PREPARATION

6010.1 The Vice President, Administrative Services shall be responsible for administering these regulations.

6010.2 Each year, the annual budget will be developed in a collaborative environment, support the goals and guidelines established by the Board of Trustees, and be linked to department planning documents, including program assessment reviews.

6010.3 The budget development calendar will be:

- A. No later than June 30 the tentative budget will be presented to the Board of Trustees.
- B. No later than September 15 the final adopted budget will be approved by the Board of Trustees.
- C. No later than September 15 a public hearing will be held to allow for public comment on the proposed annual budget.
- D. By October 10 two copies of the adopted budget will be submitted to the California Community Colleges Chancellor's Office.

6010.4 Every effort will be made to adhere to the budget development calendar. However, if for some unforeseen circumstance(s) the deadline dates for the final adopted budget approval process cannot be met, a request for an extension shall be made to the California Community Colleges Chancellor's Office. The District will comply with any budget calendar date extensions made by the Chancellor's Office.

6010.5 The budgets will include a breakdown of the respective fund balances using the classifications of either restricted, committed, assigned, or unassigned as defined by governmental accounting standards.

- A. The Vice President, Administrative Services, or designee, is responsible for determining and defining the amounts classified as assigned.

6010.6 The Superintendent-President or designee shall prepare a quarterly report on forms provided by the California Community Colleges Chancellor's Office and submit a copy to the Chancellor's Office no later than forty-five (45) days following the completion of each quarter. These quarterly reports

(CCFS-311Q reports) shall be placed on the agenda of regularly scheduled meeting of the Board of Trustees to be reviewed and approved.

Adopted: December 8, 2009
Revised April 26, 2016