

CITRUS COMMUNITY COLLEGE DISTRICT BUSINESS AND FISCAL SERVICES

BP 6200 BUDGET PREPARATION

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

Each year, the Superintendent/President 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.

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 of Trustees for review.
- A schedule is provided to the Board by **April** of each year that includes dates for presentation of the tentative budget, required public hearing(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.
- Unrestricted general reserves shall be no less than 5 percent (prudent reserve is defined by the Chancellors Office of the California Community Colleges as five percent).
- Changes in the assumptions upon which the budget was based shall be reported to the Board of Trustees in a timely manner.
- Budget projections address long term goals and commitments.

Also see AP 6200 titled Budget Preparation

Board Approved 02/03/09