



AP 6200 BUDGET PREPARATION

References:

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

Basic principles of budget development shall be used to allocate resources and thereby protect the District's viability as an institution capable of fulfilling its educational mission.

Budget Development

The annual budget development process includes consultation with all appropriate groups through the College Planning Council (CPC).

Budget Calendar

A budget calendar shall be established and approved by CPC, including dates for the tentative and final budget presentations. The budget calendar will be presented to the Board of Trustees no later than February of each year. The tentative budget shall be presented to the Board no later than July 1, and the final adopted budget no later than September 15. A public hearing on the final adopted budget shall be held no later than September 15.

The District shall complete the preparation of its annual financial and adopted budget report and submit a copy to the state Chancellor's Office on or before October 10.

The Chief Business Officer shall be responsible for the timely submission of all financial forms including the 311 Forms required by the State Chancellor's Office.

Date Approved: July 21, 2015

Legal Reference Update #25: November 2014