

Coast Community College District
BOARD POLICY
Chapter 6
Business and Fiscal Affairs

BP 6200 Budget Preparation

References:

Education Code Section 70902(b)(5);
Title 5, Sections 58300 et seq.
Administrative Procedure 6305 Reserves
Government Finance Officers Association: *Best Practices in Community College Budgeting*

Each year, the Chancellor 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 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 shall be presented to the Board for review. By May 1st of each year, the Board will be provided with a schedule that includes dates for the 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 within the proposed budget.
- The District's annual Adopted Budget shall include an unappropriated reserve of a minimum of ten percent of prior year unrestricted general fund expenditures consisting of a minimum of a five percent Reserve for Contingencies and a minimum of five percent Ancillary Reserve. The components of the reserve are specified in greater detail in Administrative Procedure 6305. No appropriation shall be made from the Reserve for Contingencies without a two-third vote of the Board of Trustees.
- Changes in the assumptions upon which the budget is based shall be reported to the Board in a timely manner.
- Budget projections shall address long term goals and commitments.

Adopted February 5, 2003
Renumbered from CCCD Policy 040-1-2.1, Fall 2010
Revised May 2, 2012
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Revised August 6, 2014
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