



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Board Policy

Chapter 6 – Business and Financial Services

BP 6200 BUDGET PREPARATION

Each year, the District Chancellor shall present to the Board of Trustees in June, a tentative budget and in September, a final adopted budget for the ensuing fiscal year. The budget will be 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. Development of the budget shall begin early in the calendar year in order to provide ample opportunities for the Board, faculty and staff to consider all relevant data, parameters and issues prior to Board adoption.

In accordance with Title 5 regulations, the tentative budget shall include estimated income and proposed expenditures in sufficient detail to permit comparisons between the proposed budget and the actual revenues and expenses in the current and prior fiscal years.

On or before September 15 each year, the Board of Trustees shall adopt a final budget for the fiscal year. The final budget shall reflect all relevant provisions in the state budget act, closing balances from the prior year and changes identified following approval of the tentative budget.

The tentative and adopted budget shall also reflect the following:

- Adherence to principles of sound fiscal management.
- Allocation of resources to instructional and support programs consistent with the District's mission, goals and priorities in accordance with the District's integrated planning framework.
- A balanced budget between resources and expenditures based upon a realistic assessment of financial resource availability and expenditure requirements.
- General fund cash flow reserves shall be no less than 5% of proposed general fund expenditures.
- An unrestricted general fund reserve sufficient to provide for working capital, appropriate cash flow, state and local funding uncertainties and future emergencies the Board may declare.
- Current revenue and enrollment projections.
- Budget projections address long term goals and commitments to assure financial stability.

Prior to adoption of the final budget, the Board shall hold a public hearing. The date, time and location of the public hearing, along with the dates and locations at which the proposed budget may be inspected by the public shall be posted and also published in a newspaper of general circulation in the District.

The adopted and annual financial data shall be reported in the form and manner prescribed by the Office of the Chancellor and distributed as required by law or regulation.

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

Adopted: 8/28/08

Revised: 12/08/16

(Replaces current SDCCD BP 6200)