



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.

Also, in accordance with Title 5 regulations and the Board of Trustees, 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 annual state budget act, closing balances from the prior year and changes identified following approval of the tentative budget.

The tentative and adopted budget development shall meet the following legally required criteria:

- The annual budget shall support the District and colleges' educational and strategic plans.
- Assumptions upon which the budget is based are presented to the Board for review.
- A schedule is provided to the Board each year that includes dates for presentation of the tentative budget, required public hearing(s), Board study session(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.
- Changes in the assumptions upon which the budget was based shall be reported to the Board in a timely manner.
- Budget projections address long-term goals and commitments to assure financial stability.

In addition, the Board of Trustees directs the annual tentative and adopted budget be prepared to reflect with the following guidelines:

- Based upon 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 unrestricted reserves shall be achieved and maintained at two months (approximately 16.7%) of proposed general fund unrestricted operating expenditures.
- Unrestricted general fund reserve should be 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.

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.

References: Education Code Section 70902 subdivision (b)(5);
Title 5 Sections 58300 et seq.;
ACCJC Accreditation Standard III.D for credit colleges
WASC Accreditation for SD College of Continuing Education

Adopted: 8/28/08

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(Replaces current SDCCD BP 6200)