

1 **Finance and Administrative Services**

2 **BP 6200 BUDGET PREPARATION**

3 **References:**

4 Education Code Section 70902(b)(5);
5 Title 5 Sections 58300 et seq.

6 Each year, the Superintendent/President shall present to the Governing Board a
7 budget, prepared in accordance with Title 5 and the California Community Colleges
8 Budget and Accounting Manual. The Governing Board has determined that the
9 unrestricted general reserves shall be consistently maintained at or above the minimum
10 prudent level (5% of the total unrestricted general fund expenditures) as recommended
11 by the Chancellor's Office of the California Community Colleges.

12 The schedule for presentation and review of budget proposals shall comply with state
13 law and regulations, and provide adequate time for Governing Board study.

14 Budget development shall meet the following criteria:

- 15 • The annual budget shall support the District's master and educational plans
16 which reflect the planning processes
- 17 • Assumptions upon which the budget is based are presented to the Governing
18 Board for review
- 19 • A schedule is provided to the Governing Board each year that includes dates for
20 presentation of the tentative budget, required public hearing(s), Governing Board
21 study session(s), and approval of the final budget. At the public hearings,
22 interested persons may appear and address the Governing Board regarding the
23 proposed budget or any item in the proposed budget
- 24 • Changes in the assumptions upon which the budget was based shall be reported
25 to the Governing Board in a timely manner and
- 26 • Budget projections address long term goals and commitments

27 See AP 6200 titled Budget Preparation

Date Adopted: 05/13/2008

(Replaces current Palomar College Policy 7.06)