

1 **Finance and Administrative Services**

2 **BP 6250 BUDGET MANAGEMENT**

3 **References:**

4 Title 5 Sections 58307 and 58308

5 The budget shall be managed in accordance with Title 5 and the California Community
6 Colleges Chancellor’s Office as prescribed by the Budget and Accounting Manual
7 (BAM). Budget revisions shall be made only in accordance with these policies and as
8 provided by law.

9 All income accruing to the District in excess of the amounts required to finance the total
10 proposed expenditures as shown in the budget of the District shall be added to the
11 ending fund balance of the District. The ending fund balance shall consist of the
12 following:

13 **Unrestricted General Reserve (Fund 11 General Fund)**

- 14 • **Governing Board Reserve** – is currently set at five percent of the total
15 unrestricted general fund expenditures
- 16 • **Designated Reserve** – funds designated by Governing Board action
- 17 • **Other Reserves** – funds to cover general and other unanticipated needs

18 **Restricted Reserve (Fund 12 Restricted Fund)**

- 19 • Funds restricted by source of revenue

20 A transfer from the Governing Board Reserve may be approved by the Chief Business
21 Officer, and a resolution providing for this transfer must be submitted to the Governing
22 Board for ratification and be approved by two-thirds vote of the members of the
23 Governing Board.

24 Transfers between expenditure classifications may be approved by the Chief Business
25 Officer and must be submitted to the Governing Board for ratification and be approved
26 by a majority vote of the members of the Governing Board.

27 See AP 6250 titled Budget Management

Date Adopted: 05/13/2008

(This is a new policy recommended by the CC League and the League’s legal counsel – current Palomar policies moved to the related procedure)