

FINANCE AND ADMINISTRATIVE SERVICES

AP 6250 BUDGET MANAGEMENT

References:

Title 5 Sections 58305, 58307, and 58308

All units of the District shall operate within the allocations of the current budget. The Superintendent/President has overall responsibility for management of the District's budget. The Vice President for Finance and Administrative Services is responsible for ensuring the budget management process conforms to the Title 5 regulations and the California Community Colleges' Budget and Accounting Manual. Budget management shall conform to the following standards:

- Total amounts budgeted as the proposed expenditure for each major classification of expenditures shall be the maximum expended for that classification for the academic year, except as specifically authorized by the Governing Board.
- Transfers may be made from the Governing Board Reserve to any expenditure classification by written resolution of the Governing Board and must be approved by a two-thirds vote of the members of the Governing Board.
- Transfers may be made between expenditure classifications by written resolution of the Governing Board and may be approved by a majority of the members of the Governing Board.
- Excess funds must be added to the general reserve of the District and are not available for appropriation except by resolution of the Governing Board setting forth the need according to major classification.

Transfers may not be made from the Restricted Reserve to any other reserve.

Transfers from the Designated Reserve to the Unrestricted General Reserve or the Other Reserves require written resolution of the Governing Board and shall be approved by a majority of the members of the Governing Board. Budget revisions shall be made only in accordance with the related board policy, these procedures, and as provided by law.

In addition, the California Community Colleges Chancellor's Office requires budget and financial reporting which includes the submission of appropriate forms (e.g. CCFS 311) according to established deadlines.

Office of Primary Responsibility: Finance and Administrative Services

Date Approved: 3/18/08; Reviewed: 2/3/15; Revised: 10/2/18; 11/19/19

(Replaces Palomar College Policies 520, 521, 521.1, and 523 and all previous versions of AP 6250.)