

FINANCE AND ADMINISTRATIVE SERVICES

BP 6250 BUDGET MANAGEMENT

References: Title 5 Sections 58307 and 58308

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

All income accruing to the District in excess of the amounts required to finance the total proposed expenditures as shown in the budget of the District shall be added to the ending fund balance of the District.

The District’s unrestricted general reserves shall be no less than 16.67% which is a prudent reserve as defined by the California Community College Chancellor’s Office.

The ending fund balance shall consist of the following:

Unrestricted General Reserve (Fund 11 General Fund)

- **Governing Board Reserve** – is currently set at 16.67% of the total unrestricted general fund expenditures
- **Designated Reserve** – funds designated by Governing Board action
- **Other Reserves** – funds to cover general and other unanticipated needs

Restricted Reserve (Fund 12 Restricted Fund)

- Funds restricted by source of revenue

A transfer from the Governing Board Reserve may be approved by the Vice President for Finance, and a resolution providing for this transfer must be submitted to the Governing Board for ratification and be approved by two-thirds vote of the members of the Governing Board.

Transfers between expenditure classifications may be approved by the Vice President for Finance and must be submitted to the Governing Board for ratification and be approved by a majority vote of the members of the Governing Board.

See AP 6250 titled Budget Management.

Date Adopted: 5/13/08; Revised: 3/10/15; Revised: 11/13/18; Reviewed: 12/17/19; Revised: 1/10/23 *(Replaces all previous versions of BP 6250.)*