

Coast Community College District
BOARD POLICY
Chapter 4
Business Operations

BP 6200 Budget Preparation

Education Code Section 70902(b)(5) Title 5, 58300 et seq.

Each year, the Chancellor or designee shall present to the Board a budget, 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.

Budget development shall meet the following criteria:

- The annual budget shall support the District's master and educational plans.
- Assumptions upon which the budget is based shall be presented to the Board for review. By May 1st of each year, the Board will be provided with a schedule that includes dates for the presentation of the tentative budget, required public hearing(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 within the proposed budget.
- The District's annual Adopted Budget shall include an undesignated reserve fund to help ensure that the District will be in a positive cash position at the end of the fiscal year. The District will endeavor to develop a budget with a reserve amounting to seven percent of prior year unrestricted actual expenditures. In no case shall the Board adopt a budget reserve of less than five percent of unrestricted general fund revenues. The intent of the reserve is to address emergencies or catastrophic issues that may arise during the course of the year.
- Changes in the assumptions upon which the budget is based shall be reported to the Board in a timely manner.

Adopted February 5, 2003
Revised May 2, 2012
Replaces CCCD Policy 040-1-2.1, Fall 2010