

Business and Fiscal Affairs

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 Budget and Accounting Manual. Budget revisions shall be made only in accordance with these policies and as provided by law.

The District's unrestricted general reserves shall be no less than 8 percent of the total budget, with annual escalators per fiscal year. Each year, the base percentage shall grow based on a prescribed schedule and annual review of the Board of Trustees. Revenues accruing to the District in excess of amounts budgeted shall be added to the District's reserve for contingencies. They are available for appropriation only upon a resolution of the Board of Trustees that sets forth the need according to major budget classifications in accordance with applicable law.

Board approval is required for changes between major expenditure classifications. Transfers from the reserve for contingencies to any expenditure classification must be approved by a two-thirds vote of the members of the Board. Transfers between expenditure classifications must be approved by a written resolution by a majority of the members of the Board.

Also see AP 6250 Budget Management and AP 6251 Reserve Fund Management

Office of Primary Responsibility: Administrative Services

Date Adopted: May 12, 2009

Date Reviewed/Revised: November 15, 2016; May 16, 2023

Date Revised: December 12, 2023