

Status **Active** PolicyStat ID **14762663**



Origination 09/2004
Last Approved 11/2023
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Next Review 11/2033

Chapter Lead Jose Torres:
Chapter 1&2(BOT),3(CC)&6
Policy Area Chapter 6
Business & Fiscal Services
References CCLC |
Legally Required

BP 6250 Budget Management

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 unrestricted general reserves shall be no less than the prudent reserve defined by the State Chancellor's Office as specified in AP 6305 Reserves.

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 majority vote of the members of the Board.

References:

Title 5 Sections 58307 and 58308

Attachments

[BP 6250 Budget Management - Comments](#)

Approval Signatures

| Step Description | Approver | Date |
|-----------------------------------|----------------|---------|
| Final Board Approval | Kelly Goodrich | 11/2023 |
| Reviewed and Approved per AP 2410 | Kelly Goodrich | 11/2023 |

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Chapter Lead Jose Torres:
Chapter 1&2(BOT),3(CC)&6
Policy Area Chapter 6
Business & Fiscal Services
References CCLC |
Legally Required

AP 6250 Budget Management

Title 5 requires that budget management conforms to the following minimum 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 Board of Trustees.
- Transfers may be made from the reserve for contingencies to any expenditure classification by written resolution of the Board, and must be approved by a two-thirds vote of the members of the Board.
- Transfers may be made between expenditure classifications by written resolution of the Board, and may be approved by a majority of the members of the Board.
- Excess funds must be added to the general reserve of the District, and are not available for appropriation except by resolution of the Board setting forth the need according to major classification.

References:

Title 5 Sections 58305, 58307, and 58308

Attachments

[AP 6250 Budget Management- Comments](#)

[AP 6250 Budget Management- Legal Citations](#)

Approval Signatures

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| Final Board Approval | Kelly Goodrich | 11/2023 |
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