

## **CITRUS COMMUNITY COLLEGE DISTRICT BUSINESS AND FISCAL SERVICES**

### **AP 6200 BUDGET PREPARATION**

**References:** Education Code Section 70902(b)(5);  
Title 5 Sections 58300 et seq.;  
Accrediting Commission for Community  
and Junior Colleges Standard III.D

The Vice President of Finance and Administrative Services is responsible for the budget preparation process which includes establishing guidelines and timelines for the preparation of financial and budgetary reports. Each year the annual budget will be developed in a collaborative environment, will support the goals and guidelines established by the Board of Trustees, and will support the institution's integrated planning process.

A summary of the budget development process is as follows:

- The Financial Resources Committee approves a budget calendar in February and preliminary budget assumptions and priorities in April;
- The Vice President of Finance and Administrative Services provides the budget calendar to the Board of Trustees in March and the preliminary budget assumptions in May;
- In April/May, the Director of Fiscal Services will provide budget worksheets to cost center managers for development of the next year's budget;
- Cost center managers will return budget development documents to the Director of Fiscal Services in May;
- No later than June 15, the Financial Resources Committee will review and approve the Tentative Budget assumptions and Unrestricted General Fund ongoing revenues/expenses;
- On or before June 30, the Tentative Budget will be presented to the Board of Trustees for adoption;
- During the summer months the Finance and Administrative Services Office will monitor State budget developments and make modifications to the Tentative Budget;
- No later than September 15, but at least three (3) days following availability of the proposed budget for public inspection, a public hearing will be held to allow for public comment on the proposed Adopted Budget. Upon conclusion of the public hearing, the Adopted Budget will be presented to the Board of Trustees for adoption;
- On or before October 10, the Vice President of Finance and Administrative Services shall complete and submit a copy of the annual financial and budget report to the California Community Colleges Chancellor's Office.

Deadline dates must be met unless an extension is granted by the California Community Colleges Chancellor's Office under the authority of Title 5 Sections 58305 and 58306.

See Board Policy 6200 Budget Preparation.

Board Approved	06/16/09
Desk Review	02/04/13
Revised	05/07/19