

**Business Services**

1 **BP 6250 BUDGET MANAGEMENT**

2 **References:**

3 Title 5, Sections 58307 and 58308

4 The budget shall be managed in accordance with Title 5 and the California Community  
5 Colleges Budget and Accounting Manual. Budget revisions shall be made only in  
6 accordance with these policies and as provided by law.

7 The District's unrestricted general fund reserves should be no less than five percent.

8 Total revenue accruing to the District in excess of total budgeted revenue shall be added  
9 to the District's reserve for contingencies. It is available for appropriation only upon a  
10 resolution of the Board of Trustees that sets forth the need according to major budget  
11 classifications in accordance with applicable law.

12 Board approval is required for budget augmentations and for changes between major  
13 expenditure classifications. Transfers between major expenditure classifications must be  
14 approved by a majority vote of the members of the Board of Trustees. Transfers from the  
15 reserve for contingencies to any expenditure classification must be approved by a two-  
16 thirds vote of the members of the Board of Trustees.

17 Office of Primary Responsibility: Vice President, Business Services

18 Also see AP 6250 titled Budget Management

---

**Date Adopted: March 21, 2007**

**Date Revised: April 29, 2014**

**Date Reviewed: March 20, 2019**