

Business Services

1 **AP 6250 BUDGET MANAGEMENT**

2 **References:**

3 Title 5, Sections 58305, 58307, and 58308

4 The President/Superintendent delegates the authority to the Vice President of Business
5 Services to coordinate the District's budget management process.

6 The District's procedures will comply with Title 5 requirements to ensure that budget
7 management conforms to the following minimum standards:

- 8 • Total amounts budgeted as the proposed expenditure for each major classification
9 of expenditures shall be the maximum expended for that classification for the
10 academic year, except as specifically authorized by the Board of Trustees.
- 11 • Transfers may be made from the reserve for contingencies to any expenditure
12 classification by written resolution of the Board of Trustees and must be approved
13 by a two-thirds vote of the entire membership of the Board of Trustees.
- 14 • Transfers between major expenditure classifications may be made subject to
15 approval by a majority of the entire membership of the Board of Trustees.
- 16 • Total excess funds must be added to the general reserve of the District and are
17 not available for appropriation except by resolution of the Board of Trustees setting
18 forth the need according to major classification.

19 Office of Primary Responsibility: Vice President, Business Services

Date Approved: March 26, 2007

Date Reviewed: March 20, 2019