

**Business Services**

1 **AP 6250 BUDGET MANAGEMENT**

2 **References:**

- 3 Title 5, Sections 58305, 58307, and 58308  
4 California Community Colleges Chancellor's Office, Fiscal Memo FS 22-03

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

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

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

20 Office of Primary Responsibility: Vice President, Business Services

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**Date Approved:** March 26, 2007

**Date Reviewed:** March 20, 2019; October 7, 2024