

Business Services

1 **BP 6250 BUDGET MANAGEMENT**

2 **References:**

3 Title 5, Sections 58307 and 58308

4 California Community Colleges Chancellor's Office, Fiscal Memo FS 22-03

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

8 The District's unrestricted general fund reserves should be no less than two months of
9 total general fund operating expenditures.

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

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

19 Office of Primary Responsibility: Vice President, Business Services

20 See also AP 6250 titled Budget Management

Date Adopted: March 21, 2007

Date Revised: April 29, 2014; November 13, 2024

Date Reviewed: March 20, 2019