

Business and Fiscal Affairs

BP 6200 BUDGET PREPARATION**References:**

Education Code Section 70902(b)(5);
Title 5 Sections 58300 et seq.;
ACCJC Accreditation Standard III.D

Each year, the Superintendent/President shall present to the Board a budget, prepared in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. The schedule for presentation and review of budget proposals shall comply with state law and regulations, and provide adequate time for Board study.

Budget development shall meet the following criteria:

- The annual budget shall support the District's master and educational plans.
- Both short-term and long-term goals and objectives, and broad based input are coordinated with District educational planning.
- Assumptions upon which the budget is based are presented to the Board for review.
- A schedule is provided to the Board by October of each year that includes dates for presentation of the tentative budget, required public hearing(s), and approval of the final budget. At the public hearings, interested persons may appear and address the Board regarding the proposed budget or any item in the proposed budget.
- Unrestricted general reserve shall be no less than 8%.
- Changes in the assumptions upon which the budget was based shall be reported to the Board in a timely manner.
- Budget projections address long-term goals and commitments.
- Business practices for fiscally sound financial planning will be followed.

Also see AP 6200 titled Budget Preparation; AP 6251 Reserve Fund Management

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