

Business and Fiscal Affairs

This procedure is due for review as part of the regular review cycle. It is legally required and has been compared to the model CCLC. There were no CCLC updates. **This is a 10+1.**

Mici 2-16-2023

Approved without changes. Eresa/Administrative Services 2-26-2023

To Academic Senate 2-27-2023

AP 6200 BUDGET PREPARATION

References:

Education Code Section 70902 subdivision (b)(5);
Title 5 Sections ~~58191-58194~~ and 58300 et seq.;
ACCJC Accreditation Standard III.D

The annual budget shall support the District's Educational Master Plan and Strategic Plan.

Assumptions upon which the budget is based shall be presented to the Board of Trustees for review.

Changes in any assumptions upon which the budget was based shall be reported to the Board in a timely manner.

The District shall prepare three-year budget projections annually.

A budget calendar shall be established by the Chief Business Officer, including presentation of a tentative budget to the Board of Trustees no later than July 1 and the final budget no later than September 15. A public hearing on the budget shall be held on or before September 15.

The required number of copies of the adopted budget shall be submitted to the California Community Colleges Chancellor's Office before October 1.

The Chief Business Officer shall follow the Participatory Governance System Plan in defining a consultation process for budget development.

The Chief Business Officer shall be responsible for timely submission of all financial forms, such as the 311 Form, required by the State Chancellor's Office.

Also See AP 6251 Reserve Fund Management

Office of Primary Responsibility: ~~College Operations~~ Administrative Services

Date Approved: March 16, 2010 *(Replaced former College of Marin Procedures 6.0003 DP.1 and 6.0003 DP.3)*

Reviewed/Revised: October 18, 2016

Reviewed/Revised: