

# Sierra College

## ADMINISTRATIVE PROCEDURE

AP 6200

### Budget Preparation

Date Adopted:	11/09/2004
Date Revised:	5/13/2016
Date Reviewed:	5/13/2016
References:	Accreditation Standard III.D; Education Code Section 70902(b)(5); California Code of Regulations, Title 5 Sections 58300 et seq.

Each year the annual budget will be developed in a collaborative environment, support the goals and guidelines established by the Board of Trustees, and be linked to departmental planning documents, such as Program Assessments Reviews (PAR's).

The budget development calendar is as follows:

- No later than July 1<sup>st</sup> the tentative budget will be presented to the Board;
- No later than September 15<sup>th</sup> the final budget (“adopted budget”) will be approved by the Board;
- No later than September 15<sup>th</sup>, a public hearing will be held to allow for public comment on the final budget (“adopted budget”);
- The final budget (“adopted budget”) will be submitted to the California Community College Chancellor’s Office on the annual CCFS 311 report.

The California Community College Chancellor’s Office may extend the final budget due dates if the adoption of the State final budgets is not timely.

By May 1 the Chief Business Officer will review and present to Strategic Council the current year budget status and anticipated funding and expenditures for the new fiscal year. Based on that information, the Strategic Council will recommend budget development guidelines for the new fiscal year.

The Superintendent/President or designee shall regularly report to the Board the financial condition of the District. These reports shall be at least once every three months.

The Superintendent/President or designee shall prepare a quarterly report on forms provided by the California Community College Chancellor's Office and submit a copy to the Chancellor's Office no later than forty-five days following the completion of each quarter. These quarterly reports (311Q reports) shall be placed on the agenda of regularly scheduled meetings of the Board to be reviewed and approved.

See Board Policy 6200.