



Book	VCCCD Board Policy Manual
Section	Chapter 6 Business and Fiscal Affairs
Title	BP 6200 BUDGET PREPARATION
Number	BP 6200
Status	Active
Legal	California Code of Regulations, Title 5, Section 58300 et seq. California Education Code Section 70902, Subdivision (b)(5)
Adopted	October 9, 2007
Last Reviewed	November 13, 2012

Each year, the Chancellor shall present to the Board a budget, indicating anticipated expenditures and estimated revenues for the next fiscal year, prepared in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual (BAM). 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 budget shall be developed each year in accordance with the current District Budget Allocation Model and Infrastructure Funding Model and appropriate participatory governance processes.
- The budget shall be balanced (i.e., budgeted expenditures will be covered by projected revenue). During periods of state financial decline, the budget may include a transition plan for expenditure reductions and one-time use of reserves.
- The annual budget shall support the District's and colleges' master and educational plans.
- The budgets for the three colleges will be developed through college participatory processes to support institutional planning and goals and objectives, as well as the Board's goals and objectives.
- Assumptions, upon which the budget is based, will be presented to the Board for review prior to approving the budget; changes in the assumptions shall be reported to the Board in a timely manner.
- Revenue associated with growth will be budgeted in the year following the year in which the growth was actually earned.
- Summer Full-time Equivalent Students (FTES) will be reported in the fiscal year in which the course ends.
- Unrestricted general fund reserves shall be no less than 5% of the current year unrestricted and designated general fund budgeted expenditures and sufficient enough to meet the cash flow requirements of the District.

See [Administrative Procedure 6200](#).



Book	VCCCD Board Policy Manual
Section	Chapter 6 Business and Fiscal Affairs
Title	BP 6250 BUDGET MANAGEMENT
Number	BP 6250
Status	Active
Legal	California Code of Regulations, Title 5, Section 58307 California Code of Regulations, Title 5, Section 58308
Adopted	October 9, 2007
Last Reviewed	November 13, 2012

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

Revenues accruing to the District in excess of amounts budgeted shall be added to the District's reserve for contingencies. They are available for appropriation only upon a resolution of the Board that sets forth the need according to major budget classifications in accordance with applicable law.

Board approval is required for changes between major expenditure classifications. Transfers from the reserve for contingencies to any expenditure classification must be approved by a two-thirds vote of the members of the Board. Transfers between expenditure classifications must be approved by a majority vote of the members of the Board.

See [Administrative Procedure 6250](#).



Book	VCCCD Board Policy Manual
Section	Chapter 6 Business and Fiscal Affairs
Title	BP 6300 FISCAL MANAGEMENT
Number	BP 6300
Status	Active
Legal	California Education Code, Section 81656 California Public Contract Code, Section 20650
Adopted	October 9, 2007
Last Reviewed	February 10, 2015

The Chancellor is delegated the authority to purchase supplies, materials, apparatus, equipment and services as necessary to the efficient operation of the District. No such purchase shall exceed the amounts specified by Section 20651 of the California Public Contract Code as amended from time to time, without going through the formal bid process.

No officer or employee, except as designated by the Chancellor, may obligate the District for any expenditure of funds without prior approval. Any obligation contracted without appropriate prior approval may become a personal expense of the employee. All purchase orders, contracts, leases, rentals, memorandums of understanding, and service agreements require the signature of the Chancellor or designee.

All such transactions exceeding \$10,000 shall be reviewed by the Board of Trustees every 60 days.

See Administrative Procedures [6330 Purchasing](#), [6331 Procurement Cards](#), [6336 Travel](#), [6337 Mileage Reimbursement](#), [6338 Business Meals and Light Refreshments](#).



Book	VCCCD Board Policy Manual
Section	Chapter 6 Business and Fiscal Affairs
Title	BP 6400 AUDITS
Number	BP 6400
Status	Active
Legal	California Education Code, Section 84040(b)
Adopted	October 9, 2007
Last Reviewed	August 14, 2012

There shall be an annual outside audit of all funds, books and accounts of the District in accordance with the regulations of Title 5. The Chancellor shall assure that an annual outside audit is completed. The Chancellor shall recommend a certified public accountancy firm to the Board with which to contract for the annual audit.

See [Administrative Procedure 6400](#).