



Book	VCCCD Board Policy Manual
Section	Chapter 6 Business and Fiscal Affairs
Title	BP 6200 Budget Preparation
Code	BP 6200
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Legal	California Code of Regulations, Title 5, Section 58300 et seq. California Education Code Section 70902, Subdivision (b)(5)
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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) may be reported in the fiscal year in which the course ends or the previous year.
- 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 AP 6200](#).