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| Book | VCCCD Administrative Procedure Manual |
| Section | Chapter 6 Business and Fiscal Affairs |
| Title | AP 6250 Budget Management |
| Code | AP 6250 |
| Status | Active |
| Legal | California Code of Regulations, Title 5, Section 58307 California Code of Regulations, Title 5, Section 58308 California Code of Regulations, Title 5, Section 58311 |
| Adopted | October 13, 2009 |
| Last Revised | 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.

It is the intent of the Board to have the budget as accurate as possible throughout the year. To accomplish this, budget amendments and budget transfers will be utilized when necessary.

Total amounts budgeted as the proposed expenditure for each major classification of expenditures shall be the maximum expended for that classification for the school year, except as specifically authorized by the Board.

Transfers may be made from the reserve to any expenditure classification by written approval of the Board, and must be approved by a two-thirds vote of the members of the Board.

Transfers may be made between expenditure classifications by approval of the Board, and may be approved by a majority of the members of the Board.

Excess funds must be added to the general reserve of the District, and are not available for appropriation except by approval of the Board setting forth the need according to major classification.

Budget will be managed under the Principles of Sound Fiscal Management as outlined in Title 5, section 58311.

See [Board Policy BP 6250](#).