

ADMINISTRATIVE REGULATION 6200

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BUSINESS AND FISCAL AFFAIRS

BUDGET PREPARATION

The Vice Chancellor of Business Services or designee determines the time and manner in which the final adopted budget shall be prepared and issues instructions to the staff. These instructions shall include a schedule for the preparation of the budget known as the "Budget Calendar."

Tentative Budget

The Vice Chancellor of Business Services presents the tentative budget to the Chancellor, who upon review and approval, presents it annually to the Board no later than July 1.

Proposed Adopted Budget

The proposed adopted budget is developed from the tentative budget and is made available for public inspection as prescribed in Title 5 of the California Code of Regulations. Dates, times, and locations where the proposed budget may be inspected, and the date, time, and location where the public hearing on the budget will be held, are published in a newspaper of general circulation available in the District at least three days before the proposed budget is available for public inspection.

The proposed adopted budget report shall show a comparison of each item of revenue and expenditure for the ensuing fiscal year, with the actual revenues and expenditures of the fiscal year just completed.

Public Hearing

The Board shall hold a public hearing on the proposed final budget annually on or before September 15 and prior to the adoption of the final budget for the purpose of permitting any resident of the District to appear and object to the proposed budget or any item in the budget.

Adoption of the Final Adopted Budget

The Board adopts the final adopted budget on or before September 15. The adopted budget is filed with the California Community College Chancellor's Office on or before October 10 as part of the Annual Financial and Budget Report (Form CCFS-311).

References:

ACCJC Accreditation Standard 3

Education Code Section 70902(b)(5)

California Code of Regulations, Title 5, Section 58300 et seq.

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