

HARTNELL COMMUNITY COLLEGE DISTRICT

AP 6200 Budget Preparation

Reference: Accreditation Standard III.D.; Education Code 70902(b)(5), Title 5, Sections 58300 et seq.

The budget shall be designed to reflect Hartnell Community College District's mission, the Education Master Plan, the Facilities Master Plan, strategic plans, and annual goals and objectives. This necessitates a long range, continuous view of District financial requirements.

- x The tentative budget shall be presented no later than July 1 [Title 5, section 58305(a)]
- x The final budget shall be presented no later than September 15 [Title 5, section 58305(c)]
- x A public hearing on the budget shall be held on or before September 15 [Title 5, section 58301]
- x Two (2) copies of the adopted budget shall be submitted to the California Community College Chancellor's Office on or before September 30 [Title 5, section 58305(d)]
- x One (1) copy of adopted budget to be submitted to Monterey County Office of Education on or before September 30.

A budget development calendar is attached as "Exhibit A."

The budget must note the relationship between the ending balance of the prior year and the beginning balance of the current year budget, as well as the appropriation for contingency. The purpose of the requirement is to assure awareness on the part of the Board of Trustees of any deficit financing.

Any unusual budget items must be noted with the impact explained to the Board of Trustees. This includes, but is not limited to, contingencies for reductions, property purchases or sales, audit procedure changes, or capital loss or gain.

Revenues and expenditures provided by borrowed funds or long term debt must be noted and explained to the Board of Trustees.

Budget management shall be the responsibility of every cost center manager who shall adhere to sound, prudent, business practices. It shall be the responsibility of the Vice President, Chief Business Officer to keep Cost Center Managers informed of fiscal matters in a timely fashion.

The budget shall contain:

1. The anticipated expenditure in each financial category for the current school year.
2. An estimate of the student population for the coming school year.

3. An estimate of the staff composition by numbers for the coming school year.
4. The anticipated revenues showing sources and amounts of each.
5. The amount of reserves anticipated at the end of the current year.

A monthly financial report shall be presented to the Board of Trustees reporting the following:

1. The fiscal status of the Hartnell Community College District including income, expenditures, and balances.
2. A projection of the year-end income, expenditures, and balances.
3. A report of all budget transfers among the major accounts for Board approval.

The appropriate forms (BI's) shall be submitted to the California Community College Chancellor's Office.

A complete list of all expenditures for the reporting period shall be available for inspection in the Business Office.

See Board Policy 6200

EXHIBIT A
 AP 6200 Budget Preparation
 BUDGET DEVELOPMENT CALENDAR

| DATE | ITEM | RESPONSIBILITY |
|---|---|---|
| January (18 months prior to fiscal year) | Lead overall program review process for all areas within their division through which new requests and requests for augmentations are made | Vice Presidents (VPs) |
| February/March | Coordinate program review process with faculty and staff | Area deans and department heads |
| April/May | Collect program review documents and coordinate input from area deans and department heads in establishing priorities across requests | VPs |
| June/July | Prepare documents summarizing program review results and budget requests; consult with Chief Business Officer (CBO) and Controller | VPs |
| September/October | Lead discussion of program review results and budget requests with appropriate corresponding governance councils Bring forward recommendations for new Full Time Faculty (FTF) positions to FTF Hiring Committee | VPs Vice President of Academic Affairs (VPAA)/Vice President of Student Affairs (VPSA) |

N0.002 Tw 12 0 0 12 54.48 32(002 T6c -)10(t)-4(y)4()4((bunc)3 T09 8(D Tw ec)6((()4((bunc)3 </MCID 2

| | | |
|--|--|-------------------|
| | Hold meetings with VPs, area deans and department heads | Controller |
| April | Submit proposed budget worksheets and priority lists to CBO | Controller |
| | Submit district's proposed Tentative Budget and priority lists to S/P | CBO |
| | Review proposed Tentative Budget | Executive Cabinet |
| End of April | Bring forward proposed Tentative Budget to CPC | CBO |
| | Notify S/P of newspaper publication, date, location and time of public display of proposed Tentative Budget document | CBO |
| May Board meeting | Present proposed Tentative Budget to BOT | CBO |
| June | Hold public hearing; review and approve proposed Tentative Budget | BOT |
| July (fiscal year begins July 1 st) | Submit recommendations to adjust | |