

## **Board Policy 6200**

## **Budget Preparation**

Each year, the Superintendent/President shall present to the Board a budget, prepared in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. 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:

1. The annual budget shall support the District's master and educational plans.
2. A schedule is provided to the Board by November of each year that includes dates for presentation of the tentative budget, required public hearing(s), and approval of the final budget. At the public hearings, interested persons may appear and address the Board regarding the proposed budget or any item in the proposed budget.
3. The unrestricted general fund appropriation for contingencies shall be maintained at a prudent level, generally not less than 5%.
4. Budget projections address long term goals and commitments.

Reference:

Education Code Section 70902(b)(5);  
Title 5, 58300 et seq.

El Camino College

Adopted: June 11, 2001