

ANNUAL OPERATING BUDGET

CE  
(LOCAL)

FISCAL YEAR	The District shall operate on a fiscal year beginning September 1 and ending August 31.
BUDGET PLANNING	<p>Budget planning shall be an integral part of overall program planning so that the budget effectively reflects the District's programs and activities and provides the resources to implement them. In the budget planning process, general educational goals, specific program goals, and alternatives for achieving program goals shall be considered, as well as input from the District- and campus-level planning and decision-making committees. Budget planning and evaluation are continuous processes and shall be a part of each month's activities.</p> <p>The general operating, food service, and debt service funds shall be budgeted on an annual fiscal year basis. The special revenue and capital projects funds shall be budgeted on a multi-year project basis.</p>
AVAILABILITY OF BUDGET DOCUMENTS	After it is presented to the Board, a copy of the proposed budget shall be available upon request from the business office or Superintendent prior to adoption. The Superintendent or a designee shall be available to interpret questions arising from inspection of the budget.
BUDGET MEETING	<p>The annual public meeting to discuss the proposed budget and tax rate shall be conducted as follows:</p> <ol style="list-style-type: none"><li>1. The Board President shall request at the beginning of the meeting that all persons who desire to speak on the proposed budget and/or tax rate sign up on the sheet provided.</li><li>2. Prior to the beginning of the meeting, the Board may establish time limits for speakers.</li><li>3. Speakers shall confine their remarks to the appropriation of funds as contained in the proposed budget and/or the tax rate.</li><li>4. No Board member, officer, or employee of the District shall be required to respond to questions from speakers at the meeting.</li></ol>
SPENDING PLAN	Formal approval and adoption of the budget shall be by resolution and ordinance, which shall include appropriation of funds and authorize the expenditure of appropriated funds in accordance with Board policy, state law, and the District's approved purchasing procedures.
AUTHORIZED EXPENDITURES	After the budget has been approved and adopted by the Board, funds that have been appropriated for a specific budget item may

not be transferred to another budget item without amending the budget. These transfers of budget items are considered administrative budget amendments and shall be processed subject to the review of the director of business operations so long as the total organizational budget authorization has not been exceeded.

**BUDGET AMENDMENT** The Board shall amend the budget when there is a change in the total amounts budgeted within any one of the functional expenditures and other uses or revenue object accounts and other resources as have been adopted in the official budget. The Superintendent shall administer the budget and notify the Board of any proposed expenditure affecting the functional totals prior to their over-expenditure. Such amendments, when approved by the Board, shall be reflected in the official minutes of the Board.

**REPORT** The Superintendent or a designee shall submit to the Board a concise but comprehensive monthly status report of budgetary items during the regular Board meeting.

**DISTRICT PHILOSOPHY** The District budget shall serve as an instrument of educational planning. It is likewise an instrument of control. The budget shall parallel the organizational structure of the District by detailing the educational elements of an expenditure plan into divisional, departmental, and/or unit components, allowing costs to be estimated readily and it then enables a coordination of these elements of District expenditures with projected revenues. This complicated process requires orderly planning and coordination that otherwise might never take place. Budgeting is the administrative process that necessitates cooperation between the community, Board, administrators, and staff in determining what needs to be done, how it will be done, who will do it, and how much it will cost. Benefits of budgeting to the District goals are:

1. Budgeting establishes a plan of action.
2. Budgeting requires an analysis of past actual activities in relation to planned activities.
3. Budgeting necessitates the establishment of implementation plans to accomplish District goals.
4. Budgeting necessitates forecasting expenditures and revenues.
5. Budgeting requires orderly planning and coordination throughout the organization.
6. Budgeting establishes a system of management controls.
7. Budgeting serves as a public information system.

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8. Budgeting requires decision making in advance.

Approval of the official budget is a function of the Board. However, construction of the District budget, as well as the development of the operational plan, is a necessary function of the District's administrative staff. In perception of the administration's responsibility to properly plan, the Board shall approve a budgeting resolution providing direction to the administrative staff.

FUND BALANCE

The District shall strive to maintain a minimum unreserved/undesignated general operating fund balance equal to at least the sum of two months (i.e., 16.67 percent) of total budgeted general operating fund expenditures.