



## **AP 6200 Budget Preparation**

A budget development calendar is presented to the Governing Board each January for the following fiscal year's budget development.

The tentative budget is presented no later than July 1, and the adopted budget no later than September 15.

A public hearing on the budget shall be held on or before September 15.

On or before September 30, the District shall complete the preparation of its adopted annual financial and budget report.

On or before October 10, the District shall submit a copy of its adopted annual financial and budget report to the State Chancellor's Office.

The Budget Development Handbook includes information on the budget development processes and criteria/guidelines for financial planning and budgeting. This Handbook is reviewed by the Budget Advisory Committee, which includes representation from appropriate groups.

The District presents the Quarterly Financial Reports (311Qs) to the Governing Board quarterly and then submits them to the State Chancellor's Office.

The Annual Financial Information is presented to the Governing Board before September 15 and is submitted in the Annual 311 Financial Report to the State Chancellor's Office by October 10.

References: Education Code Section 70902(b)(5);  
Title 5 Sections 58300 et seq.;  
WASC/ACCJC Accreditation Standard III.D

Approved: 5/15/12 (*Replaces former Administrative Procedure 6.2.1*)

Reviewed: 3/15/22