

PROCEDURE NAME: 6.2.1 Budget Plan

Reference: Education Code Sections 70902 (b)(5)(d); 81655, 81656; Title 5, Sections 58300, 58307, 58308 et seq.

Note: This procedure is legally required. It addresses the Chaffey Policy: Chapter 6: Business/Fiscal Affairs, 6.2.1 Budget Plan

Purpose: *To indicate that budget planning supports institutional goals and is linked to other institutional planning efforts, and is included in both the tentative and adopted budget presentations.*

1. A budget development calendar is presented to the Governing Board each January for the following fiscal year's budget development.
2. The tentative budget is presented no later than July 1 [Title V, Section 58305(a)], and the adopted budget no later than September 15 [Title V, Section 58305(c)].
3. A public hearing on the budget shall be held on or before September 15 [Title V, Section 58301].
4. On or before September 30, the Chaffey Community College District shall complete the preparation of its adopted annual financial and budget report.
5. On or before October 10 the district shall submit a copy of its adopted annual financial and budget report to the Chancellor's Office [Title V, Section 58305(d)].
6. Budget development processes are included in the budget development handbook. This handbook is reviewed by the budget development committee, which includes representation from appropriate groups.
7. Criteria and institutional guidelines for financial planning and budgeting are included in the budget development handbook and the Governing Board Ends Policies.
8. The district presents the Quarterly Financial Reports (311Qs) to the Governing Board quarterly and then submits them to the Chancellor's Office, California Community Colleges.
9. The Annual Financial Report (311) is presented to the Governing Board before September 15 and is submitted to the Chancellor's Office, California Community Colleges, by October 10.