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**Administrative Regulation**  
Chapter 6 – Business & Fiscal Affairs

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**AR 6200     BUDGET PREPARATION**

The Superintendent/President shall have prepared and shall submit to the Board of Trustees in June a tentative budget for the ensuing fiscal year. Development of the budget shall begin early in the calendar year in order to provide ample opportunities for the Board, staff and constituencies to consider all relevant data, parameters, and issues in accordance with state law, board policies, and administrative regulations; prior to Board adoption.

In accordance with Title 5 regulations, the budget shall include estimated income and proposed expenditures in sufficient detail to permit comparisons between the proposed budget and the actual revenues and expenses in the current year. The budget shall also reflect the following:

- Adherence to principles of sound fiscal management.
- Allocation of resources to instructional and support programs consistent with the District's mission, goals, and priorities.
- Support of institutional goals and linkage to institutional planning efforts
- A balance between resources and expenditures.
- Current enrollment projections.
- Appropriations consistent with relevant laws, regulations and donor guidelines.
- Date, location, and time of Board public hearing to be held prior to final budget adoption.

The tentative budget shall be presented to the Board of Trustees no later than July 1 and the final budget no later than September 15 of each year. A public hearing on the budget shall be held on or before September 15 of each year.

Two copies of the adopted budget will be submitted to the California Community College Chancellor's Office on or before September 30 of each year.

**References:**

- Education Code Section 70902(b)(5);
- Title 5 Sections 58300 et seq.;
- ACCJC Accreditation Standard 3

*Reviewed and Approved by Senior Staff: 6-8-2021*  
*Revised: June 2024 (references only)*