PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE **6200**

Budget Preparation

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

The approved definitive annual plans for programs, staff, facilities, and finance -- all correlated and interdependent -- shall be the basis for performance of college functions and services and shall be reflected in the annual budget.

The Budget Committee shall provide an opportunity for consultation with certificated and classified employee groups and students in budget development.

Administrative Procedure for Developing Budget Calendar

Approximate Dates	Activity
September thru January	Budget committee meets for introductions, charge and process. Discuss budget, district priorities including staff hires, updates from the Chancellor's Office, review calendar
January	Review Governor's January Budget and incorporates into District's budgeting assumptions (if needed)
February	Chancellor's Office releases First Principal Apportionment Budget assumptions and preliminary revenue allocations revised as necessary for submittal to Board
February	Begin discussing upcoming budget process for new fiscal year
February	Budget package distributed to staff to identify budget augmentation needs (if needed), priorities or reductions for new fiscal year.
March	Staff budget requests submitted to appropriate Vice Presidents
April thru May	Vice Presidents submit budget requests to committee for review
May	Governor releases May Revise. Budget assumptions and preliminary Revenue allocations revised as necessary. Presented to President and Board of Trustees
June	Chancellor's office release Second Principal Apportionment. Budget Assumptions and preliminary revenue allocations revised as necessary. Presented to President and Board of Trustees.
June	Tentative Budget presented to

	President and Board of Trustees
July thru August	Governor signs final state budget. Budget adjustments made to Tentative Budget, if necessary.
September	Final Budget to President
September	Public Hearing/Adoption of Final Budget by Board of Trustees

The budget calendar includes the presentation of the tentative and final budgets. The tentative budget shall be presented no later than July 1 (Title 5 Section 58305(a), and the final budget no later than September 15 (Title 5 Section 58305(c)(Subject to State of California Budget Act approval). A public hearing on the budget shall be held on or before September 15 (Title 5 Section 58301)(Subject to State of California Budget Act approval).

One (1) copy of the adopted budget will be sent to county superintendent of schools. The Annual Financial and Budget Report (form 311) will be submitted to the CCC Chancellor's Office and the county superintendent of schools on or before October 10 (Title 5 Section 58305(d).

See also BP/AP 6250 - Budget Management

(Formerly PVC Board Policy and Administrative Regulation 3010)

11/19/08 College Council Approval
12/9/08 Board First Read
1/27/09 Board Second Read and Approval