



Book	Siskiyou Joint Community College District Administrative Procedures
Section	Chapter 6: Business and Fiscal Affairs
Title	Budget Preparations
Code	AP 6200
Status	Active
Legal	Board Policy 6200 Administrative Procedure 2510 Education Code 70902(b)(5) Title 5 Sections 58300 et seq. ACCJC Accreditation Standard III.D
Adopted	September 7, 2010
Last Revised	March 24, 2015
Last Reviewed	October 28, 2020
Origin	Vice President, Administrative Services
Office	Administrative Services

The Vice President of Administrative Services is responsible for the budget preparation process which includes establishing guidelines and timelines for the preparation of budgets. Each year, the annual budget will be developed in accordance with local decision-making procedures, support the goals and guidelines established by the Board of Trustees, and be linked to departmental program review documents.

The budget development calendar and assumptions are prepared annually and include:

- Approval through participatory governance:
  - Administrative Services Council
  - Integrated Planning and Budget Committee
  - College Council
- The Vice President of Administrative Services provides the budget calendar and budget assumptions to the Board of Trustees
- No later than July 1 the Tentative Budget will be presented to the Board of Trustees for adoption
- No later than September 15, a public hearing will be held to allow for public comment on the proposed annual budget. The public hearing notice will be posted five (5) days prior to the Board of Trustees' meeting

- No later than September 15 the Final Budget will be presented to the Board of Trustees for adoption

Deadline dates must be met unless an extension is granted by the California Community Colleges Chancellor's Office under the authority of Title 5, Sections 58305 and 58306.

During the process of budget development, the various governance councils review and provide input prior to recommendation to the Superintendent/President.

By September 30, two copies of the adopted budget will be submitted to the California Community Colleges Chancellor's Office.

The District will submit the appropriate forms (311s) to the California Community College Chancellor's Office in a timely manner.