



ADMINISTRATIVE PROCEDURES

No. 6200.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

BUDGET PREPARATION

The annual budget preparation shall support the goals outlined in the District's Educational Master Plan and Strategic Plan.

Budget estimates for both revenues and expenditures will be prudently realistic. Budgets shall be based on the fiscal conditions of the District and the most recent information received from the California Community College Chancellor's Office (CCCCO), California Community Colleges Association of Chief Business Officials (ACBO), Community College League of California (CCLC), and the State of California Department of Finance and Legislative Analyst Office (LAO).

During the budget development process, a copy of the tentative budget including all budget assumptions will be presented to the Planning and Budgeting Committee for review and input by the constituent group committee.

As outlined in Title 5 Section 58305, the tentative budget shall be presented to the Board for approval no later than July 1 of each year with the final budget presented for Board approval no later than September 15 of each year. In addition, a public hearing on the budget shall be held on or before September 15 of each year.

On or before September 30, two copies of the adopted budget will be submitted to the California Community College Chancellor's Office.

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