



MONTEREY PENINSULA  
COLLEGE

ADMINISTRATIVE PROCEDURES

**Chapter 6 Business and Financial Affairs**

**6200**

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**AP 6200 Budget Preparation**

The District's Budget Preparation procedure shall include the following:

- A statement of philosophy that includes that budget planning supports institutional goals and is linked to other institutional planning efforts.
- A budget calendar that includes 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)*]. A public hearing on the budget shall be held on or before September 15 [*Title 5 Section 58301*].
- Two copies of the adopted budget to be submitted to the California Community College Chancellor's Office on or before September 30 [*Title 5 Section 58305(d)*].
- Budget development processes, including consultation with appropriate groups.
- Criteria and institutional guidelines for the financial planning and budgeting.
- Submission of appropriate forms (311's) to the California Community College Chancellor's Office.

See Board Policy 6200 - Budget Preparation

**References:**

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

**President's Cabinet Approved: April 28, 2020**