

BP 6250 Budget Management

[AAAG: reviewed and accepted 9-8-10](#)

Reference:

Title 5 Sections 58307, 58308

- The budget shall be managed in accordance with Title 5 and the CCC Budget and Accounting Manual. Budget revisions shall be made only in accordance with these policies and as provided by law.
- Revenues accruing to the District in excess of the amounts required to finance the total proposed expenditures as shown in the budget of the District shall be added to the District's general reserve for contingencies. They are available for appropriation only upon a resolution of the Board that sets forth the need according to major budget classifications, in accordance with applicable law.
- Board approval is required for changes between major expenditure classifications. Transfers from the reserve for contingencies to any expenditure classification must be approved by a two-thirds vote of the members of the Board. Transfers between expenditure classifications must be approved by a majority vote of the members of the Board.

See Administrative Procedure [6250].

AP 6250 Budget Management

Reference:

Title 5, Sections 58305, 58307, 58308

- Total amounts budgeted as the proposed expenditure for each major classification of expenditures shall be the maximum expended for that classification for the school year, except as specifically authorized by the Board.
- Transfers may be made from the reserve for contingencies to any expenditure classification by written resolution of the Board, and must be approved by a two-thirds vote of the members of the Board.
- Transfers may be made between expenditure classifications by written resolution of the Board, and may be approved by a majority of the members of the Board. Care should be taken to budget funds for anticipated expenses in the appropriate major classifications, so as to minimize the number of transfers needed.
- Unrestricted General Fund income received in excess of the amounts required to finance the total proposed expenses of that Fund as shown in the District budget must be added to the general reserve of the District, and are not available for appropriation except by resolution of the Board setting forth the need according to major classification.
- During the fiscal year, financial activity will be monitored to ensure that actual performance is consistent with the budget and that corrective action can be taken as necessary.