



# **ADMINISTRATIVE** **PROCEDURE** **DESERT COMMUNITY COLLEGE DISTRICT**

**6200**

## **BUDGET PREPARATION**

The Vice President, Administrative Services shall develop each fiscal year budget that includes:

- 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 CCC 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 that links to strategic planning.
- Submission of appropriate forms (CCFS 311's) to the CCC Chancellor's Office.

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

College Council Approved: January 2006  
Updated: September 17, 2007, February 23, 2010  
Next Review: February 2015  
Executive Cabinet Review: March 8, 2016  
College Planning Council, 1<sup>st</sup> Reading: March 11, 2016  
College Planning Council, 2<sup>nd</sup> Reading: April 8, 2016  
Board Agenda: April 15, 2016  
Next Review: March 2021

Administrator: VP Administrative Services

