



ADMINISTRATIVE PROCEDURE

6200

DESERT COMMUNITY COLLEGE DISTRICT

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 subdivision (a)], and the final budget no later than September 15 [Title 5, Section 58305 subdivision (c)]. A public hearing on the budget shall be held on or before September 15 [Title 5, Section 58301].
- A copy of the adopted annual financial and budget report to be submitted to the California Community College Chancellor's Office on or before October 10 [Title 5, Section 58305 subdivision (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.
- Filing of copies of the annual financial and budget report with the appropriate county officers for information and review [Title 5 Section 58305 subdivision (d)]

Reference: ACCJC Accreditation Standard 3; Education Code Section 70902 subdivision (b)(5); Title 5, Sections 58300 et seq.

Administrator: VP Administrative Services

Executive Cabinet Review: December 17, 2024

College Planning Council Review/Approval, 1st Reading: February 28, 2025

College Planning Council Review/Approval, 2nd Reading: March 14, 2025

Board Meeting/Information: October 24, 2025

Next Review: October 2032