

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 6
Business and Fiscal Services

AR 6200 Budget Preparation

Reference(s)

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

Budget planning supports institutional goals and is linked to other institutional planning efforts. The budget is a financial plan for the operation of the District for the fiscal year, developed in accordance with Board-adopted educational goals and objectives and fiscal standards.

In accordance with Title 5 Sections 58305(a) and 58305(c), the Chancellor shall have prepared and shall submit to the Board of Trustees by no later than July 1 a tentative budget for the ensuing fiscal year and the proposed Adopted Budget no later than September 15. Two copies of the adopted budget will be submitted to the State Chancellor's Office on or before September 30.

Development of the subsequent year budget shall begin early in the calendar year in order to provide ample opportunities for the Board, staff and constituencies to consider all relevant data, parameters, and issues in accordance with state law, the district Planning Design Manual, Board Policies and Administrative Regulations prior to Board adoption. The district-wide participatory governance committee charged with developing the district budget process calendar, reviewing and evaluating the district Budget Allocation Model, and developing budget assumptions is the Fiscal Resources Committee (FRC). The FRC website at <https://www.rscdd.edu/Departments/Business-Operations/Pages/Fiscal-Resources-Committee.aspx> includes the committee responsibilities, calendar, membership along with agendas and minutes. The District Council serves as the primary participatory governance body responsible for district-wide planning and final budgetary recommendations to the Chancellor. The District Council website is found at <https://www.rscdd.edu/Discover-RSCCD/Pages/District-Council.aspx>.

In accordance with Title 5 regulations, the budget shall include estimated income and proposed expenditures in sufficient detail to permit comparisons between the proposed budget and the actual revenues and expenses in the current year. In addition, the Board shall be presented with a quarterly report showing the financial and budgetary conditions of the District. These quarterly reports will be submitted on form CCFS-311 to the State Chancellor's Office.

Adopted: November 2, 2015