

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

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## **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 subdivision (a) and 58305 subdivision (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. In accordance with Title 5 Section 58301, a public hearing on the budget shall be held on or before September 15. Notification of dates and location(s) at which the proposed budget may be inspected by the public and date, time and location of the public hearing on the proposed budget shall be published by the district in a newspaper of general circulation in the district at least three days prior to the availability of the proposed budget for public inspection.

In accordance with Title 5 Section 58305 subdivision (d), on or before the 30th day of September, each district shall complete the preparation of its adopted annual financial and budget report. Once completed, this report and its supporting documentation is considered a public record pursuant to Section 6250 et seq. of the Government Code. On or before the 10th day of October, each district shall submit a copy of its adopted annual financial and budget report to the California Community College Chancellor's Office. The district shall also file copies of the report with the appropriate county officers for information and review.

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 is found at <https://www.rscdd.edu/Departments/BusinessServices/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> The District's Budget Allocation Model (BAM) documents the District's budgeting and revenue allocation process and can be found at the Budget Summary website at <https://www.rscdd.edu/Departments/BusinessServices/Pages/Budget.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.

Responsible Manager: Assistant Vice Chancellor, Fiscal Services

**Adopted: November 2, 2015**

**Revised: May 6, 2024**