

CHAPTER 8: Business Operations
BOARD POLICY NO. 8.11 (BP 6200 and 6250)

BOARD POLICY
San Mateo County Community College District

Subject: BP 8.11 District Budget
Revision Date: 3/11
Policy References: Education Code Section 70902(b)(5), Title 5 Sections 58300 et seq.;
ACCJC Accreditation Standard III.D

1. The District budget is a financial plan for the operation of the District and its Colleges for the fiscal year in accordance with Board-adopted educational short- and long-term goals and objectives.
 - a. College and District functions and services shall be performed within the Board-approved line item budget.
 - b. The approved plans for programs, services, personnel, facilities, and finance, all correlated and interdependent, shall be reflected in the annual budget.
 - c. Each budget shall contain all proposed expenditures and all estimated income for the fiscal year, compared to the last completed fiscal year.
2. The Board shall adopt tentative and final budgets at the time and in the manner prescribed by Title 5 and the California Community Colleges Budget and Accounting Manual.
 - a. A budget calendar shall be developed to serve as a guide to the Board and administration for the orderly development of the budget, in accordance with law.
 - b. The Chancellor has overall responsibility for the management of the District's budget.
 - c. Each College shall operate within the allocations of the current budget. The President of each College is responsible for operating the College within the limitations placed by the budget.
 - d. The Chief Financial Officer is responsible for the general management of the budgeting, budget controls, and the accounting programs of the District. College administrative responsibilities include: adherence to guidelines established by the District Administrative Services Office; compliance with time deadlines; and following generally accepted accounting principles.
 - e. All funds received, including bookstore, cafeteria, Associated Student organizations, trust accounts, etc., shall be considered District funds and shall be administered according to guidelines set by the District Administrative Services Office.
3. The Board authorizes the establishment and maintenance of a general fund. All District monies not required to be placed in a special fund or account shall be deposited in the District's general fund, which is maintained in authorized accounts, including those maintained by the County Treasurer, Local Agency Investment Fund, and those authorized by trust and debt instrument agreements. The general fund may be used for general purposes including, but not limited to, the cost of operations and capital outlay expenditures.

BP 8.11 District Budget (continued)

4. The Board authorizes a fund for expenditures for long-range building maintenance, purchase of new equipment or replacement of equipment, repair of operating maintenance systems, major/minor construction (remodeling), and any other capital outlay items as defined by the California School Accounting Manual.
5. The Board authorizes the establishment and maintenance of a community education fund for accounting and control of income and expenditures involved in fee-based, noncredit programs.
6. The Board authorizes a health fee fund to comply with a mandate by the State Chancellor to report student health fee income and expenditures. The College President shall be responsible for the provision of health services, within the constraints of the health fee fund.
7. The Board authorizes a child development fund for accounting and control of income and expenditures involved in the child care and development programs. The College President shall be responsible for operation of the Child Care Center in accordance with the Board-approved budget.
8. The Board authorizes a student aid fund for accounting and control of federal and state allocations for loans and scholarships. The College President shall be responsible for operation of the financial aid programs and offices within available funding.
9. The Board authorizes the establishment and maintenance of auxiliary accounts. The Chief Financial Officer shall be responsible for the efficient operation of the auxiliaries.
10. The Board authorizes the establishment and maintenance of student organization accounts at each College. The College President shall be responsible for the proper administration of each student organization account.
11. Budget transfers and revisions shall be submitted to the Board for ratification semi-annually. Budgetary transfers will be authorized only when expenditures in certain (object) accounting classifications are in excess of the amounts budgeted and there are amounts in other object classifications that will not be required for expenditures in those classifications.
12. All transfers from contingency accounts shall be submitted to the Board for approval semi-annually. Transfers from the reserve for contingencies to any expenditure classification must be approved by a two-thirds vote of the members of the Board.
13. The Chief Financial Officer shall be responsible for the proper accounting of all funds and accounts.