

BUDGET PREPARATION

1. The annual budget is viewed as a careful and prudent plan detailing receipt and expenditure of funds. Precision is required in its initial planning so as to obviate the need for major changes as its development progresses or during its operation.
2. In the budget-making process, a time table is needed leading to presentation, review and approval of the budget by the Governing board and submission to other legal agencies as mandated.
3. **February 1.** Enrollment and FTES projections will be completed by the District Office.
4. **February 15.** Revenue projections will be completed by the District Office.
5. **March 1.** Colleges will be informed by the District Office of guidelines or allocations to govern expenditures.
6. **May 2.** Colleges will submit expenditure budget detail to the District Office. Purchase orders for the succeeding fiscal year will not be issued after this date.
7. **June.** The Tentative Budget shall be submitted to the Governing Board for approval. It shall be filed with the County Superintendent of Schools on or before July 1.
8. **First Week September.** During or before the first week in September the Official Budget shall be submitted to the Governing Board for approval. It shall be filed with the County Superintendent of Schools by September 7 and with the California Community Colleges Chancellor's Office by September 15.