

The budget shall be managed in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual (CCCBAM). Budget revisions shall be made only in accordance with these policies and as provided by law.

The district's unrestricted general reserves shall be no less than five percent of annual expenditures, consistent with the minimum five percent from the state chancellor's office guideline. Further information regarding the district's reserves is detailed in Administrative Procedures 6305.

Revenues in excess of amounts budgeted shall be added to the district's reserves, which are available for appropriation only upon a resolution of the board that sets forth the need according to major budget classifications in accordance with applicable law.

Approval by the board of trustees is required for changes between major expenditure classifications. Transfers from general reserves to any expenditure classification must be approved by a two-thirds vote of the members of the board. Transfers between expenditure classifications must be approved by a majority vote of the members of the board. Board approval of transfers between major expenditure classifications (Major Object Classifications 10, 20, 30, 40, 50, 60, 70, and 80) may be on a ratification basis. The board may adopt an annual resolution to be filed with the San Diego County Superintendent of Schools, permitting the county superintendent of schools to originate intra budget transfers necessary for closing the district's records by authority given under Education Code §70902.

See Administrative Procedure 6250.

Budget management shall conform to the following standards:

1. Total amounts budgeted as the proposed expenditure for each major classification of expenditures shall be the maximum expended for that classification for the fiscal year, except as specifically authorized by the board of trustees.
2. The term “major classification” shall refer to the major object code classifications from the California Community Colleges Budget and Accounting Manual (1000, 2000, 3000....).
3. Transfers may be made from the available reserves to any expenditure classification by written resolution of the board and must be approved by a two-thirds vote of the members of the board.
4. Transfers may be made between expenditure classifications by written resolution of the board and may be approved by a majority of the members of the board. The board approval may be on a ratification basis.
5. The board may adopt an annual resolution to be filed with the San Diego County Superintendent of Schools permitting the county superintendent of schools to originate intra budget transfers necessary for closing the district’s records. Excess funds must be added to the general reserve of the district and are not available for appropriation except by resolution of the board setting forth the need according to major classification.
6. Transfers of money within the same major classification of accounts may be made without prior board approval.

The district’s budget development and management process exhibits the following budgetary principles:

1. The board of trustees vests in the superintendent/president the authority and responsibility to implement the approved annual budget while exercising its appropriate oversight responsibilities.

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Effective Date: 2/16/10, 9/12/19

Periodic Review:

References: Title 5, §§58305, 58307, 58308
Education Code §70902

CCLC Update: --

Steering: BPC / AS/Admin

2. The budgeting process is transparent in design and application to include the district's compliance with the 50 Percent Law, the 75:25 ratio for full-time and adjunct faculty, and the other required standards established by the state.
3. All divisions and programs are the subject of a program review process.
4. The results of the program review process will be linked to the budget-development process.
5. The budgeting process promotes the accomplishment of institutional goals and objectives.
6. There should be flexibility within clearly defined limits in this process to allow for changes and redeployment of funds.
7. The superintendent/president will ensure that an open and accountable process is developed to include the district Budget and Planning Committee, as well as other relevant constituencies, incorporating clear guidelines and adequate training for those involved.
8. The process encourages communication and participatory governance at all organizational levels.
9. Resource allocation decisions include the stakeholders who participate in determining the relative contributions of the various programs towards district goals and objectives, including but not limited to enrollment growth or decline.
10. All indirect overhead revenue associated with a grant or categorical program accrues to the district.
11. The budget process emphasizes planning first and then budgeting, rather than being reactive to fiscal circumstances or environmental exigencies. Sound fiscal management requires the use of available resources to carry out the agreed-upon budgetary plans and priorities of the district.