

## ROLES AND RESPONSIBILITIES

### Board of Trustees

Annually, the board of trustees will adopt a tentative and final budget.

### Superintendent/President

Annually, the superintendent/president shall present to the board of trustees a tentative and final budget prepared in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual (CCCBAM). The schedule for presentation and review of budget proposals shall comply with state laws and regulations and provide adequate time for board study.

## BUDGET DEVELOPMENT

- The annual budget shall support the district's mission statement and educational master plan.
- Results of program review shall be linked to the annual budget development process.
- Assumptions upon which the budget is based are presented to the board for review.
- Changes in the assumptions upon which the budget was based shall be reported to the board in a timely manner
- Budget projections address long-term goals and commitments

## BUDGET PREPARATION AND PRESENTATION

A schedule is provided to the board by December of each year, which includes dates for presentation of the tentative budget, required public hearings, board study sessions, and approval of the final budget. At the public hearings, interested persons may appear and address the board regarding the proposed budget or any item in the proposed budget.

See Administrative Procedure 6200.