

ANNUAL OPERATING BUDGET

CE
(LOCAL)

- Fiscal Year** The District shall operate on a fiscal year beginning September 1 and ending August 31.
- Budget Planning** Budget planning shall be an integral part of overall program planning so that the budget effectively reflects the District's programs and activities and provides the resources to implement them. In the budget planning process, general educational goals, specific program goals, and alternatives for achieving program goals shall be considered, as well as input from the District- and campus-level planning and decision-making committees. Budget planning and evaluation are continuous processes and shall be a part of each month's activities.
- Budget Meeting** The annual public meeting to discuss the proposed budget and tax rate shall be conducted as follows:
1. The Board President shall request at the beginning of the meeting that all persons who desire to speak on the proposed budget and/or tax rate sign up on the sheet provided.
 2. Prior to the beginning of the meeting, the Board may establish time limits for speakers.
 3. Speakers shall confine their remarks to the appropriation of funds as contained in the proposed budget and/or the tax rate.
 4. No officer or employee of the District shall be required to respond to questions from speakers at the meeting.
- Authorized Expenditures** The adopted budget provides authority to expend funds for the purposes indicated and in accordance with state law, Board policy, and the District's approved purchasing procedures. The expenditure of funds shall be under the direction of the Superintendent or designee who shall ensure that funds are expended in accordance with the adopted budget.
- Budget Amendments** The Board shall amend the budget when a change is made increasing any one of the functional spending categories or increasing revenue object accounts and other resources.
- Fund Balances** To keep the District in a strong financial position, it is the goal of the Board to maintain the fund balances of the operating and debt service funds at an adequate level. The goal for the operating fund shall be an unreserved fund balance at a minimum between 60 and 90 days of operations. The goal for the debt service fund shall be 20 percent of the next fiscal year's requirement. These levels of fund balance shall protect the District against potential revenue shortfalls and shall provide adequate balances until state funds and local tax revenue are received.

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**Order of
Expenditures**

The order of spending and availability of the fund balance shall be to reduce funds in the following order: restricted, committed, assigned, and unassigned. Negative amounts shall not be reported for restricted, committed, or assigned funds.

**Assigned Fund
Balance**

The Superintendent or designee may assign fund balance. An assigned fund balance shall mean that portion of the fund balance that is spendable or available for appropriation but is tentatively earmarked for some specific purpose. The assigned intent may change over time.