

ANNUAL OPERATING BUDGET

CE
(LOCAL)

- Fiscal Year** The District shall operate on a fiscal year beginning July 1 and ending June 30.
- 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 Balance** The District shall maintain fund balances that are adequate reserves for sound fiscal management, that provide for the stewardship of public funds, that provide for an unexpected financial need or crisis, and that are in keeping with state or federal legal requirements.
- The Board shall strive to maintain an "unreserved and undesignated" fund balance in the general operating fund that is approximately 45 to 90 days of the current operating budget.

The Board shall strive to maintain a fund balance in the interest and sinking fund that is approximately ten to 20 percent of the total debt service payments made during the current fiscal year.

If the Board determines that this level of fund balance is not obtainable in the proposed budget being considered, it shall be the goal of the Board to reach this level within a specified period of time, no longer than three years.

The Board may, by resolution, designate a portion of fund balance for a specific purpose. The “unreserved and undesignated” fund balance shall be restricted according to the Board’s resolution and must be spent for the specified purpose within a reasonable period of time. The designation may be amended at any time with Board approval.