

ANNUAL OPERATING BUDGET

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(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.
- Monthly Reports to Board** A monthly statement showing budget appropriations, expenditures for the current month and for the year to date, together with a statement of receipts and the balances in the significant funds, shall be presented to the Board.
- 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 in increasing any one of the functional spending categories or increasing revenue object accounts and other resources.
- The business office shall be authorized to transfer funds between functions without prior Board approval, provided that the transaction does not result in an increase or decrease to the fund balance.