

ARTICLE VI
BUDGET AND FINANCE

7600. BUDGET POLICY. The annual Budget is the official document through which the District expresses its educational plan in terms of planned expenditures. The budget is a tool for obtaining the most efficient and effective utilization of the District's fiscal resources. This is accomplished by compiling a complete listing of the District's priorities to determine where funds may be used most advantageously. It should be realized that budgeting is, by necessity, a continuing process of monitoring, reviewing, evaluating, and adjusting.

Adopted 03-27-74
Amended 09-23-81

7601. BUDGET CALENDAR. Annually there should be presented to the Board a Budget Calendar establishing the dates for the completion of various phases of budget preparation and a schedule of meetings to comply with provisions of law governing District budgets. Specifically, dates must be established for the following: Chancellor's Budget, Tentative Budget, Publication Budget, and Final Budget.

Adopted 03-27-74
Amended 09-23-81

7602. CHANCELLOR'S BUDGET. The Chancellor shall submit to the Board of Trustees a budget reflecting his recommendations for the District's educational plan in terms of the planned expenditure of fiscal resources.

Adopted 03-27-74
Amended 09-23-81

7603. TENTATIVE BUDGET. The Tentative Budget shall be prepared in accordance with the approved Budget Calendar, presented for adoption at a regular meeting of the Board, and filed with the County Office of Education on or before July 1. The Tentative Budget provides budgetary authorization at the start of the fiscal year. Following adoption of the Tentative Budget, but no earlier than May 15, up to 50 percent of any appropriation in the Tentative Budget, and up to 100 percent of designated appropriations may be encumbered or expended. Upon adoption of the Final Budget, all appropriations may be encumbered or expended as authorized.

Adopted 03-27-74
Amended 09-23-81
Amended 01-16-13

~~7604. PUBLICATION BUDGET. On or before the 15th day of July the County Superintendent of Schools will return the Tentative Budget indicating his changes thereon. The Board shall make such changes in the Tentative Budget as it deems desirable. The Publication Budget shall be sent to the County Superintendent of Schools not later than the 20th of July.~~

~~A Public hearing will be held during or prior to the first week in August at which any taxpayer in the District may appear and object to the proposed Budget or any item in the Budget.~~

~~Adopted 03-20-74
Amended 09-23-81
Repealed 01-16-13~~

7605. FINAL BUDGET. On or before the 15th of September, the Board shall adopt and file such Budget with the County Superintendent of Schools on the appropriate State forms.

A Public hearing will be held during or prior to the adoption of the Final Budget and at which any taxpayer in the District may appear and object to the proposed Budget or any item in the Budget.

Adopted 03-20-74
Amended 09-23-81
Amended 01-16-13

7606. BUDGET CHANGES. Changes between major objects of expenditures shall be submitted to the Board for approval. Requests for such changes are expected to be few in number and to be based on circumstances that could not reasonably have been anticipated at the time of Budget preparation. A statement of purpose of the proposed change shall accompany the request. Under no circumstances shall work be done or commitments be made before approval of the change.

However, the Chancellor or his authorized representative may make and change such appropriations and allotments as he deems necessary.

Adopted 03-20-74
Amended 09-23-81

7608. INTERIM FINANCIAL REPORTS. Financial reports showing the current status of the income and expenditures of the District in relation to the Budget shall be prepared by the Chief Financial Officer/Treasurer and submitted to the Chancellor as of the last day of each month, October through June, inclusive. The Chancellor shall provide the district's quarterly financial status report to the Board of Trustees.

**Adopted 03-20-74
Amended 09-23-81
Amended 01-16-13**