

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

2000 SERIES ADMINISTRATION & BUSINESS SERVICES

B. Business Services

2105 Budget and Finances

A Budget Calendar shall be developed by February 1st of each year. The tentative budget will be presented to the Governing Board not later than June 15 each year. The administration shall have a copy of the tentative budget delivered to each member of the Board at least two weeks prior to the public meeting in June. A special study session will be scheduled prior to the regular July Board meeting to provide the Governing Board an opportunity to review the budget in detail with the staff.

The administration shall adopt a final budget at a public hearing during the last week in August each year. The Superintendent/President shall have a copy of the final budget delivered to each member of the Board at least two weeks prior to the public hearing.

Each of the budgets named shall contain details of anticipated income and projected expenditures for the coming fiscal year. Each shall also provide sufficient financial information to permit comparison between the current and proposed budgets.

In addition, the detailed budgets shall meet the following criteria:

1. They must be balanced.
2. They shall reflect the best possible allocation of financial resources.
3. They must provide for a reserve for contingencies.
4. They must contain a Board designated General Reserve.

Budget work sessions may be prescribed by the Board at its discretion prior to the adoption of the final budget by August of each year.

The Vice President for Administrative Services is responsible for filing the Tentative and Adopted Budgets, in the prescribed forms and by the established deadlines, with the proper authorities.

Reference: Education Code 85020, et seq.

Adopted: June 1, 1988.