



ADMINISTRATIVE **PROCEDURE** **DESERT COMMUNITY COLLEGE DISTRICT**

6250

BUDGET MANAGEMENT

The Vice President, Administrative Services, shall manage the College's budget to conform to the following:

- Total amounts budgeted as the proposed expenditure for each major classification of expenditures shall be the maximum expended for that classification for the academic year, except as specifically authorized by the Board.
- Transfers may be made from the reserve for contingencies to any expenditure classification by written resolution of the Board, and must be approved by a two-thirds vote of the members of the Board.
- Transfers may be made between expenditure classifications by written resolution of the Board, and may be approved by a majority of the members of the Board.
- Excess funds must be added to the general reserve of the District, and are not available for appropriation except by resolution of the Board setting forth the need according to major classification.

Reference: Title 5, Sections 58305, 58307, 58308

Approved by College Council: June 14, 2005

Updated: September 17, 2007, July 27, 2010

Next Review: July 2015

Executive Cabinet Review/Approval: 9/6/16

College Planning Council Review/Approval, 1st Reading: 9/9/16

College Planning Council Review/Approval, 2nd Reading: 9/30/16

Board Meeting/Information Item: 10/21/16

Next Review: August 2021

Administrator: VP Administrative Services