

BUDGET COMMITTEE

MEETING AGENDA

September 16, 2015

3:00 p.m.



Location: Building 4, Conference Rm. #2460

Time: 3:00 p.m. – 4:30 p.m.

Committee Members:

Mike Gregoryk, Chair	Martin Ramey	Elizabeth Contreras (Student)	Bill Scroggins (Guest)
Dan Smith, Co-Chair	Rosa Royce	Vacant (Student)	
Irene Malmgren	Justin Ott		
Audrey Yamagata-Noji	Michael Sanetrick		Kerry Martinez (Notes)
Mark Fernandez	Lance Heard		
Gary Nellesen	Lisa Romo		

AGENDA ITEMS:

- 1. Agenda Check**
- 2. Review Budget Committee Meeting Summary of September 2, 2015**
- 3. Hear Reports from Vice Presidents that Serve on the Budget Committee to Discuss the New Resources Allocation Process and how Effective it was for them**
- 4. Review and Make Recommendations on the Findings on BP6200 Budget Preparation, BP6250 Budget Management, and AP6250 Budget Management**

**Mt. San Antonio College
Budget Committee
Summary of September 16, 2015**

Committee Members:		
<input checked="" type="checkbox"/> Mike Gregoryk, Chair <input checked="" type="checkbox"/> Dan Smith, Co-Chair <input checked="" type="checkbox"/> Irene Malmgren <input checked="" type="checkbox"/> Audrey Yamagata-Noji	<input checked="" type="checkbox"/> Martin Ramey <input checked="" type="checkbox"/> Mark Fernandez <input checked="" type="checkbox"/> Rosa Royce <input checked="" type="checkbox"/> Lance Heard <input type="checkbox"/> Lisa Romo	
	<input checked="" type="checkbox"/> Elizabeth Contreras(Student) <input type="checkbox"/> Vacant (Student) <input type="checkbox"/> Justin Ott <input checked="" type="checkbox"/> Gary Nellesen	
	<input checked="" type="checkbox"/> Michael Sanetrick <input type="checkbox"/> Bill Scroggins (Guest) <input checked="" type="checkbox"/> Kerry Martinez (Notes)	
ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Agenda Check		Approved, as presented.
2. Review Budget Committee Meeting Summary of September 2, 2015	The Budget Committee Meeting Summary of September 2, 2015, was approved, as presented.	Approved, as presented.
3. Hear Reports from Vice Presidents that Serve on the Budget Committee to Discuss the New Resources Allocation Process and how Effective it was for them	<p>Irene Malmgren reported on the Instruction Team's new resources allocation prioritization process. She stated the divisions within Instruction come together and prioritize in the areas of staffing, facilities, instructional equipment, supplies, and lottery and look at the details of the requests. Money has been allocated along the way; for example; they were able to get some things funded in July so classes that started in August didn't have to wait until October. Irene said there are some things that can be fine-tuned as we go along but that is being done. She noted that it is easier when there's money to allocate because they don't have to draw such a fine line. She also noted that integration is the biggest change she's seen with this process along with the clarity of the request being in better shape than in the past. There's a better chance of getting things ordered and delivered on time.</p> <p>Mike Gregoryk reported on the Administrative Services Team's new resources allocation prioritization process. He stated Administrative</p>	

Services' process is very similar to Instruction's; it starts with PIE. Mike's direct report managers go through their PIEs and pull out their requests which could be anywhere from full-time positions to capital outlay items. One of the big differences in Administrative Services is that some of the things that come across aren't for the benefit of a specific department, they are institutional, not just for Administrative Services but for the whole college. Mike and his direct reports meet and prioritize each department's requests, including the items that have an institutional impact. Then the Vice Presidents meet with Dr. Scroggins and talk about institutional issues. They review and look at the items globally. Irene noted that the teams work together and coordinate the needs that affect each other, they've been able to fund things together. Lance Heard asked if there is a way to make sure this is captured as a practice and would it be helpful for the Budget Committee to document this as a best practice. Mike stated this is a great idea. Mark Fernandez suggested this be added to the section in the budget process/guideline regarding new resource allocation. The sub-committee working on reviewing the budget process will bring this to a future meeting and discuss adding this to the budget process. It was noted that a section for outcomes has been added to the PIE process. Mark stated in the past Immediate Need Requests were also included in the discussion along with New Resource Allocation Requests. Mike stated Immediate Need Requests have become very limited because Dr. Scroggins is looking very closely at these requests and asking why wasn't this in your PIE, sometimes they should have been put in the New Resources Allocation Requests. Mark stated it would be helpful to understand how Immediate Needs are being submitted and how well this process is working. Irene and Mike both gave examples of recent Immediate Needs Requests from their areas. These items were unforeseen and were one-time expenses.

Audrey Yamagata-Noji reported on the Student Services Team's new resources allocation prioritization process and stated it worked well. They used the format they received from Fiscal Services so the justification was there. Audrey stated the Student Services team met and everyone explained their internal rankings and the purpose and rationale for what they

	<p>needed, then they voted. Audrey stated the items she would have chosen if she did it herself ended up being the same as what was decided upon in the end. She gave some examples of their approved requests. Mike noted that another thing he found about, which is of value, is when the Vice Presidents meet with Dr. Scroggins they really get to know each other's operations a lot better. They make decisions together on how they can better serve students.</p>	
<p>4. Review and Make Recommendations on the Findings on BP6200 Budget Preparation, BP6250 Budget Management, and AP6250 Budget Management</p>	<p>Dan Smith reviewed the latest version of BP6250 Budget Management and BP6200 Budget Preparation with the Budget Committee, which were reviewed and revised in Academic Senate on May 7, 2015. He asked if BP6200 is correct and ready to pass with the recent revisions. Budget Committee members reviewed BP 6200 and BP6250 and gave suggestions. Martin Ramey suggested consistency be used when writing % or percent. The committee agreed that they should be written as "percent." The third paragraph that was moved from BP6200 to BP6250 was noted to be redundant and repeats language from another paragraph in the Board Policy. It was noted that clarification is needed regarding the practice of maintaining the District's unrestricted general reserves. It should match Title V regulations. It was suggested that the first sentence in the last paragraph on BP6250 be moved up to the fourth paragraph in the document and to avoid redundancy in the document. Mark noted the paragraph stating "the following steps will be taken" should be included in AP6250 not BP6250 because it's not a policy. Mike suggested the Budget sub-committee review these documents and make revisions without undoing the work of the Academic Senate. Rosa noted the team now consists of Dan, Mark, Martin, and herself.</p>	<p>Budget Sub-committee will return at a future meeting with their recommendations.</p>
<p>5. Other Business</p>	<p>Mark Fernandez stated he was asked to find out where the money that is being collected in student bus fees going. It was noted that all students are being charged the fee but not all students are using the buses. Audrey stated research of the ridership was done in the pilot phase of three semesters and they came up with a dollar value target which represented the amount of fees to be charged. At this point in time they will bill the College at the end of the term. There is an approximate amount we are collecting and an approximate amount we think the costs are. The</p>	

difference between these, she's not sure how this will be reconciled. For example; if the College had a boost in enrollment so we had more resources, we shouldn't be paying in all that was collected, we pay the base amount that they calculated. At this point our enrollment is flat, and based on the data they had before, we're probably right on the money. If the enrollment goes down and ridership goes up, where the costs go up for Foothill Transit, we then need to negotiate with them. Mike stated initially what the College contracted for was that Foothill Transit would do the calculation on the ridership and if at the end of the year we're in the positive then that's the College's money which will be set up in a student reserve for transportation. If we start losing enrollment and don't make their ridership number, that's on Foothill Transit and not on the College. Mike doesn't expect a lot of positive revenue coming out of this.

FUTURE AGENDA ITEMS

- Review Recommendations from Budget Sub-committee Regarding BP6200, BP6250, and AP6250

FUTURE MEETING DATES

October 7, 2015
October 21, 2015
November 4, 2015

**Mt. San Antonio College
Budget Committee
Summary of September 2, 2015**

Committee Members:		
<input checked="" type="checkbox"/> Mike Gregoryk, Chair <input checked="" type="checkbox"/> Dan Smith, Co-Chair <input checked="" type="checkbox"/> Irene Malmgren <input type="checkbox"/> Audrey Yamagata-Noji	<input checked="" type="checkbox"/> Martin Ramey <input checked="" type="checkbox"/> Mark Fernandez <input checked="" type="checkbox"/> Rosa Royce <input type="checkbox"/> Lance Heard <input checked="" type="checkbox"/> Lisa Romo	
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ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Agenda Check	Everyone introduced themselves; Mike Gregoryk welcomed the new student member, Elizabeth Contreras.	Approved, as presented.
2. Review Budget Committee Meeting Summary of June 3, 2105	The Budget Committee Meeting Summary of June 3, 2015, was approved, as presented.	Approved, as presented.
3. Review the Proposed 2015-16 Adopted Budget	Rosa Royce reviewed the proposed 2015-16 Adopted Budget with Budget Committee members. Mike stated this presentation will be heard today at Budget Committee, at tomorrow's Management Staff meeting, and at the Board of Trustees meeting on September 9, 2015. Rosa explained that the Adopted Budget hasn't really changed much from the Tentative Budget. Some of the revenues approved by the State are COLA at \$1,473,656 for Mt. SAC, growth is \$5,061,412 (based on the new formula model) which is 3.83% for Mt. SAC. The increase for new full-time faculty is \$110,000 for each faculty position which amounts to \$1,623,706 and equates to 14.73 faculty. The increase in the base allocation is \$6,226,920. Rosa explained they have very preliminary numbers in the restricted fund categorical programs; Student Success, Student Equity, and EOPS. The final numbers will probably not be received until late October or in November. The total Ongoing Revenue Budget is \$166,105,962. Rosa explained on the expenditure side the largest expense is in salaries and benefits. The majority of savings is in full-time positions. Rosa explained the 2015-16 New	Rosa Royce will bring the list of budget definitions to a future Budget Committee meeting for review.

	<p>Resources Allocation expenses, reclassification expenses, 2015-16 full-time faculty hiring costs, operating expenses, and class schedule increase expenses. The total Ongoing Expenditure Budget is \$166,839,534 which leaves an Ongoing Budget Deficit of \$733,572. This is a tremendous improvement from last year. The total One-Time Revenue Budget is \$22,842,778. The projected Total Fund Balance is \$23,704,069 (12.05%) which includes the Unassigned Fund Balance of \$19,664,030 – 10% Board Policy. Other Budget Issues were discussed such as beginning a STRS/PERS Trust to protect the future financial stability of the College when the “employer share” rates increase for STRS/PERS. Other issues are the Sales Tax Increase that terminates at the end of 2016, and the Income Tax Increase that terminates at the end of 2018. Mark Fernandez suggested a one page list of budget definitions be prepared for the different constituencies on campus to help them better understand the budget, i.e.; definitions of the Restricted and Unrestricted General Funds and the difference between the two funds. Mike stated that this was a good idea and asked Rosa to bring the definitions to Budget Committee.</p>
<p>4. Review Budget Committee Meeting Summary of May 6, 2015, to Identify Concerns and Find Solutions Regarding Ways to Improve Communication About Budget Issues to the Campus and Community</p>	<p>Mike asked Budget Committee members if they had any suggestions. It was noted that Uyen Mai attended this meeting and Mark stated he remembered her conclusion was that she was not sure what we were asking her to do. Mike stated improvements have been made on the Budget Committee web page. Mike met with Dan Smith and discussed how he used to do a brief budget presentation at Flex Day because this is well-attended and reaches a lot of staff. He stated this would have been very helpful this year because this is the first year that Mt. SAC has been well funded. Dan stated he will recommend that this be reinstated because there is value in this. It really helps people understand the budget process. Mike suggested Budget Committee members think of some other ideas and bring them back to the next meeting. Mark suggested taking the Budget Calendar and adding a short description at each dated event as they happen that will inform people (via e-mail) what the Budget Committee is doing and how it impacts the Budget.</p>
<p>5. Request Reports from Vice Presidents</p>	<p>Mike stated this subject is to request reports from him, Irene, and Audrey, to talk about what kind of format will be asked for. Irene stated she would like</p>

<p>That Serve on the Budget Committee to Discuss the New Resources Allocation Process and How Effective it was for them</p>	<p>to get a sense of what the committee wants to hear so that they can bring the right information. Mike stated there is no new resource allocation if it's not in your PIE. Mike explained the prioritization process they currently use. It was noted that the New Resources Allocations report for Phases I, II, and III are on pages 45 through 53 in the 2015-16 Adopted Budget. Irene asked the Budget Committee members what they want to hear the Vice Presidents talk about; the process or the outcome. Gary Nellesen stated he feels it is important to hear about the process. The outcome will be included in the PIE process. The Vice Presidents that serve on Budget Committee will report at the next Budget Committee meeting.</p>
<p>6. Review AP6250 Budget Management, BP6250 Budget Management, and BP 6200 Budget Preparation (Revisions)</p>	<p>Dan explained AP6250 and BPs 6250 and 6200 with noted proposed changes on BP6250 from the Academic Senate on May 7, 2015. It was noted that AP6250 still needs to go from the Budget Committee to President's Cabinet for approval. Irene asked about the accuracy of the language in the 4th bullet item on AP6250. Rosa will check the Ed Code on this subject. Rosa, Dan, and Martin agreed to meet and review all of these documents. They will bring them back to the next Budget Committee meeting with their findings.</p>

FUTURE AGENDA ITEMS

- Hear Reports from Vice Presidents that serve on the Budget Committee to discuss the New Resources Allocation Process and how effective it was for them
- Review findings on AP6250 Budget Management, BP6250 Budget Management, and BP6200 Budget Preparation

FUTURE MEETING DATES

September 16, 2015
 October 7, 2015
 October 21, 2015

Chapter 6 – Business and Fiscal Affairs

BP 6200 Budget Preparation

References:

Education Code Section 70902(b)(5); Title 5 Sections 58300 et seq.; **BP 6250**

Each year, the CEO shall present to the Board of Trustees a budget, prepared in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. The schedule for presentation and review of budget proposals shall comply with State law and regulations and provide adequate time for appropriate review.

Budget development shall meet the following criteria:

- The General Fund Budget shall support the College's Mission, Master Plan, Educational Plan, goals, and priorities. It shall also support existing educational programs and services;
- The annual budget shall be developed in sufficient detail to give a clear indication of the major items of revenues and expenditures, including the College's goals, plans, and purposes for expenditures;
- Assumptions upon which the budget is based are presented to the Board of Trustees for review;
- On or before the first day of July each year, the Board of Trustees shall adopt a tentative budget;
- The College shall make the proposed budget available for public inspection at least three days prior to the public hearing, at which any resident in the district may appear and object to the proposed budget or any item in the budget;
- The Board of Trustees shall hold a public hearing on the proposed budget for the ensuing fiscal year in a College facility or some other place conveniently accessible to the residents of the district;
- On or before the 15th day of September, the Board of Trustees shall adopt a final budget;
- Changes in the assumptions upon which the budget was based shall be reported to the Board of Trustees in a timely manner;
- Budget projections address long-term goals and commitments;
- Annual fiscal year revenue and expenditure estimates shall be developed conservatively with the goal of projecting a balanced budget with preference for adopting a surplus, that is, an excess of revenue over expenditures;
- Recognizing that expenditures fluctuate and that income is not fully ascertained until the following fiscal year, it is the College's goal to manage this dynamic process to assure that actual total income for the year exceeds total expenditures;

Chapter 6 – Business and Fiscal Affairs

BP 6250 Budget Management

References:

Title 5 Sections 58307 and 58308; BP 6200

The budget shall be managed in accordance with Title 5 and the California Community College Budget and Accounting Manual. Budget revisions shall be made only in accordance with these policies and as provided by law.

Revenues accruing to the College in excess of amounts budgeted shall be added to the College's reserve for contingencies. They are available for appropriation only upon a resolution of the Board of Trustees that sets forth the need according to major budget classifications in accordance with applicable law.

Board of Trustees approval is required for changes between major expenditure classifications. Transfers from the reserve for contingencies to any expenditure classification must be approved by a two-thirds vote of the members of the Board of Trustees. Transfers between expenditure classifications must be approved by a majority vote of the members of the Board of Trustees.

The following steps will be taken to maintain the District's unrestricted general reserves as no less than 10% of expenditures. (A prudent reserve is defined by the California Community College Chancellor's Office no less than 5%.)

MOVED FROM BP 6200

To assure ongoing fiscal health and stability, every effort shall be made to maintain the total Unrestricted General Fund Balance at not less than 10% of expenditures. If the General Fund Balance becomes less than 10%, the College will present a plan within 120 days to restore the deficit or shortage within two fiscal years.

MOVED FROM BP 6200

In times of fiscal uncertainty, the Board of Trustees may, by resolution, waive the clause in this policy of maintaining a ten percent Unrestricted General Fund Balance. Upon recommendation of the College President/CEO, reserves may be utilized to the extent necessary down to a level of five percent of the expenditures of the Unrestricted General Fund. The reduced Unrestricted General Fund Balance must remain at a level no lower than five percent. It is intended that this exception be considered temporary in nature and restoration as stated above be implemented.

MOVED FROM BP 6200

If revenues exceed expenditures in any given fiscal year, the College may allocate surplus funds to institutional priorities as determined through the annual planning and budgeting process. Restoration of reserves to the ten percent level, as stated in the above bulleted clause, shall be given priority.

Approved: July 28, 2004

Revised: Academic Senate May 7, 2015

Chapter 6 - Business and Fiscal Affairs

AP 6250 Budget Management

References:

Title 5 Sections 58307 and 58308

Title 5 requires that budget management conforms to the following minimum standards:

- ① Sec 58307 • 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 of Trustees.
- ② Sec 58307 • Transfers may be made from the reserve for contingencies to any expenditure classification by written resolution of the Board of Trustees, and must be approved by a two-thirds vote of the members of the Board of Trustees.
- ③ Sec 58307 • Transfers may be made between expenditure classifications by written resolution of the Board of Trustees, and may be approved by a majority of the members of the Board of Trustees.
- ④ Sec 58308 • Excess funds must be added to the general reserve of the College, and are not available for appropriation except by resolution of the Board of Trustees setting forth the need according to major classification.

Appropriation Transfer Procedures

- A. **General Information:** It is recognized that from time to time after the adoption of the annual budget that the reallocation of certain funds within the budget may become necessary or desirable for efficient operation of the College. Every attempt should be made to hold such transfers to a minimum through good advance planning during budget preparation.
- B. **Procedures:** Whenever a reallocation of funds within the budget is made, it is extremely important that proper procedures are followed to meet legal requirements and maintain proper budgetary controls. The following procedures are designed to meet these objectives and to clarify and standardize the method of requesting and implementing appropriation transfers within the budget:
1. The Budget Control Officer requesting the transfer should obtain a copy of "Request for Appropriation Transfer" Form from Fiscal Services. This request must be submitted prior to the use of the funds (purchase requisition, travel and conference expense, mileage expense, time sheets, revolving cash reimbursement, etc.).
 2. Complete the form as per specified instructions.
 3. The form should include a signature of the "requestor" and should include approval signatures as follows:
 - a. Transfers made between expenditure classifications up to \$1,000 \$4,999 should be approved by the appropriate manager. Transfer made between expenditure

- classifications equal to or over \$1,000 \$5,000 must be approved by the Vice President of the area or the College President/CEO.
- b. Transfers from regular salary accounts (accounts used to charge permanent employees) regardless of the amount must be approved by the College President/CEO or Vice President of the area requesting the transfer and the Chief Fiscal Officer or designee.
 - c. Transfers from the Faculty Hourly Accounts (Unrestricted General Fund) regardless of the amount must be approved by the Chief Instructional Officer and the Chief Fiscal Officer.
 - d. All transfers from the Fund Balance (Reserves), Unrestricted General Fund must be approved by the Vice President of Administrative Services and the Chief Fiscal Officer.
4. After the form is completed with the appropriate approvals, the request should be forwarded routed to the Fiscal Services Department.
 5. The Fiscal Services Department will submit the "Request for Appropriation Transfer" to the Board of Trustees as pursuant to the California Code of Regulations, Title 5 Section 58307.

Budget Revision Procedures

- A. **General Information:** The College is continuously looking for opportunities to increase its revenues obtaining categorical programs (grants, entitlements, donations, and other financial assistance) and contracts. This is an ongoing process throughout the year; therefore, there is a need to recognize the receipt of these funds after the adoption of the final budget.
- B. **Procedures:** When a written notification (award letter, contract, agreement, etc.) is received regarding a change (increase or decrease) of funding, it is extremely important that proper procedures are followed to meet legal requirements and maintain proper budgetary controls. The following procedures are designed to meet these objectives and standardize the method of requesting and implementing budget revisions within the budget:
 1. The Program Manager should obtain a copy of the "Request for Budget Revision" Form from Fiscal Services. This request must be submitted prior to the use of the funds (purchase requisition, travel and conference expense, mileage expense, time sheets, revolving cash reimbursement, etc.).
 2. Fiscal Services will assign an appropriate account number for all new programs as needed.
 3. Complete the form as per specified instructions.
 4. The form should include a signature of the "requestor" and must be approved by the appropriate manager and Vice President of the area or the College President/CEO.
 4. The form should include a signature of the "requestor" and should include approval signatures as follows:

- a. Budget Revisions up to \$ 4,999 should be approved by the appropriate manager. Budget Revisions equal to or over \$5,000 must be approved by College President/CEO or the Vice President of the area requesting the budget revision and the Chief Fiscal Officer.
 - b. Budget Revisions that include regular salary accounts (accounts used to charge permanent employees) regardless of the amount must be approved by the College President/CEO or Vice President of the area requesting the transfer and the Chief Fiscal Officer or designee.
 - c. All Budget Revisions that increase or decrease the Fund Balance (Reserves), Unrestricted General Fund must be approved by the Vice President of Administrative Services and the Chief Fiscal Officer.
5. After the form is completed with the appropriate approvals, the request should be routed forwarded to Fiscal Services.
 6. Fiscal Services will submit the "Request for Budget Revision" to the Board of Trustees as pursuant to the California Code of Regulations, Title 5 Section 58308.



§ 58307. District Budget Limitation on Expenditure.

5 CA ADC § 58307 BARCLAYS OFFICIAL CALIFORNIA CODE OF REGULATIONS (Approx 3 pages)

Barclays Official California Code of Regulations Currentness
Title 5. Education
Division 6. California Community Colleges
Chapter 9. Fiscal Support
Subchapter 4. Budgets and Reports

5 CCR § 58307

§ 58307. District Budget Limitation on Expenditure.

① { The total amount budgeted as the proposed expenditure of the district for each major classification of district expenditures listed in the district budget forms prescribed by the board shall be the maximum amount which may be expended for that classification of expenditures for the school year. Transfers may be made from the reserve for contingencies to any expenditure classification or between expenditure classifications at any time by written resolution of the board of trustees of a district. A resolution providing for the transfer from the reserve for contingencies to any expenditure classification must be approved by a two-thirds vote of the members of the governing board; a resolution providing for the transfer between expenditure classifications must be approved by a majority of the members of the governing board. ③

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

HISTORY

1. New section filed 5-15-93; operative 6-4-93 (Register 93, No. 25).

This database is current through 8/21/15 Register 2015, No. 34

5 CCR § 58307, 5 CA ADC § 58307





§ 58308. Appropriation of Excess Funds and Limitations.

5 CA ADC § 58308 BARCLAYS OFFICIAL CALIFORNIA CODE OF REGULATIONS (Approx 3 pages)

Barclays Official California Code of Regulations Currentness
Title 5. Education
Division 6. California Community Colleges
Chapter 9. Fiscal Support
Subchapter 4. Budgets and Reports

5 CCR § 58308

§ 58308. Appropriation of Excess Funds and Limitations.

4

All income accruing to the district in excess of the amounts required to finance the total proposed expenditures, including transfers to other community college districts and funds, as shown in the budget of the district shall be added to the general reserve of the district, and shall not be available for appropriation by the district for the current fiscal year except by the following procedure. The governing board of the district shall, by formal action of the board, pass a resolution setting forth the need according to major classification of district expenditures to be met from any portion of the general reserve derived from assured income in excess of the total amount anticipated in the budget.

On the first day of July of each year, the general reserve together with unexpected balances of appropriations and income in excess of anticipated income for the preceding fiscal year shall be placed to the credit of the district, and the district shall include all money so credited in the balance as shown in the budget for the ensuing fiscal year.

Note: Authority cited: [Sections 66700](#) and [70901](#), [Education Code](#). Reference: [Section 70901](#), [Education Code](#).

HISTORY

1. New section filed 5-15-93; operative 6-4-93 (Register 93, No. 25).

This database is current through 8/21/15 Register 2015, No. 34

5 CCR § 58308, 5 CA ADC § 58308



