

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 Superintendent of Schools 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

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

7605. FINAL BUDGET. On or before the 10th of August, the Board shall adopt and file such Budget with the County Superintendent of Schools on the appropriate State forms.

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

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 Business Services Division and submitted to the Board of Trustees by the Chancellor as of the last day of each month, October through June, inclusive.

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

7609. MAJOR OBJECTS OF EXPENDITURE. A major object of expenditure is the amount of money authorized by the Board for the particular use indicated by the designated classification established in accordance with Education Code Section 85200. The classifications are: 1000 Certificated Salaries; 2000 Non-Certificated Salaries; 3000 Employee Benefits; 4000 Books, Supplies, and Equipment Replacements; 5000 Contract Services and Other Expense; 6000 Sites, Buildings, and Equipment; 7000 Other Outgo.

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

7610. WITHHOLDING WARRANT SIGNATURE. The Chief Fiscal Officer is authorized to withhold signature from District warrants when:

- A. Disbursement of the funds will result in the total amounts expended in any major account classification to exceed the amount budgeted.
- B. Established procedures have not been followed to permit verification of authenticity of the expenditure.

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

7620. DEFINITION. "Chief Fiscal Officer," as used in this chapter is synonymous with "Chief Accounting Officer," as used in the Education Code.

Adopted 10-15-75
Amended 09-23-81

7650. EXPENDITURE AUTHORIZATION OF CHIEF FISCAL OFFICER.

Sections 7650.10 through 7695 indicate Board authorization of the Chief Fiscal Officer to make payments and issue warrants in specific circumstances.

7650.10 Utilities. The Chief Fiscal Officer is authorized to make payments for utility services, including electricity, gas, telephone and telegrams, U.S. Postage, and water, the rates for which are regulated by public regulatory bodies, after review and approval by appropriate administrator of the amounts to be paid, without further reference to the Board.

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

7650.11 Annual Supply Contracts. The Chief Fiscal Officer is authorized to pay for invoices for supplies, materials and/or services ordered and received under annual supply and services contracts, without further reference to the Board, in accordance with the terms of these contracts and subject to approval of the invoices by an appropriate administrator.

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

7650.12 Perishable Materials. The Chief Fiscal Officer is authorized to pay for direct purchases 1) standard perishable materials required for use by the cafeteria, home economics, or science materials, which cannot be readily obtained through the regular ordering procedures, provided, that such direct purchases do not exceed maximum amounts therefore established by the Chancellor through the Business Manager, pursuant to the provisions of the Education Code, and determined by average daily attendance, or the needs of each particular class, or both directly to the seller, or if the purchaser pays the seller therefore, such payment shall be refunded to said purchaser; provided, that itemized bills therefore, properly certified and approved by an appropriate administrator, shall be submitted by the claimant.

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

7650.13 Taxes. The Chief Fiscal Officer is authorized to issue warrants to transfer the amounts to an approved depository, in accordance with the procedure established by the U.S. Treasury Department.

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

7650.14 Fees. The Chief Fiscal Officer is authorized to deposit with the County Treasurer in the usual manner, amounts received from the Veterans Administration as enrollment fees. Also he is authorized to refund any overpayment of enrollment fees remitted to the District.

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

7650.15 Compensation Refunds. The Chief Fiscal Officer is authorized to issue warrants refunding overpayments of wage loss benefits, upon written request from the State Compensation Insurance Fund. The Chief Fiscal Officer is also authorized to issue warrants to reimburse employees for excess payments of wage loss benefits which have been remitted to the District by the State Compensation Insurance Fund.

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

7650.16 Fee Refunds. The Chief Fiscal Officer is authorized to make refunds of fees from employees participating in in-service training point projects based upon requests certified by the Division of Human Resources.

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

7650.17 Refunds. The Chief Fiscal Officer is authorized to issue warrants for payments necessary to correct deposit errors, refund deposits, or refund overpayments received by the District. It is understood that:

- a. Each case will be investigated, and a recommendation made by the Chief Accountant or his respective principal assistant.

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

- b. The recommendations will be reviewed by the Chief Fiscal Officer.
- c. A file will be maintained of all such transactions which will be available for review by the contract auditors or any other authorized persons.

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

7651. SALES AND USE TAX. The Chief Fiscal Officer is authorized to remit directly to the State Board of Equalization all sales and/or use taxes, which are payable under California law and which are not collected by the vendor at time of purchase.

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

7655. EFFECTIVE DATE OF EMPLOYMENT. The effective date of employment for a new employee will be the date that the Request for Personnel Action is approved by the Chancellor or his designee. Employment will not commence before such approval has been granted. Payment for time worked prior to the approval of a Request for Personnel Action will not be made unless approved by an action of the Board of Trustees.

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

7656. PAYROLL INPUT. The Chief Fiscal Officer is responsible for procedures and systems to determine the accuracy of employee time reporting for payroll purposes.

Adopted 10-15-75
 Amended 09-23-81

7657. RECOVERING OVERPAYMENTS TO EMPLOYEES. Upon discovering that an overpayment was inadvertently made to an employee, the Chancellor or his/her designee shall promptly notify said employee in writing of the overpayment and seek immediate reimbursement of the District funds. Reimbursement methods may include a personal check from the employee payable to the District for the entire amount of the overpayment or

Adopted 11-06-02

the establishment of a payment plan whereby the employee reimburses the District for an agreed upon amount each pay period.

If after the third request, an employee refuses to either reimburse the District entirely or to set up an agreeable payment, the Chancellor or his/her designee is authorized to initiate legal action against the employee in the appropriate court of law.

Adopted 11-6-02

7680. PAYROLL SAVINGS BONDS. The Business Services Division is authorized to establish a Voluntary Payroll Savings Plan for the purchase of U.S. Savings Bonds, Series E, in accordance with U.S. Treasury Department regulations, by payroll deductions authorized by employees, and that the Chief Accountant be directed to act on behalf of the District as Issuing Agent and other matters related to the administration of the Plan.

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

7690. REVOLVING CASH FUND. A Revolving Cash Fund, in the sum of twelve thousand five hundred dollars (\$12,500) for each college and the District Office, is hereby authorized. The Chief Fiscal Officer shall use these funds for services or material, the securing or purchasing of which is a legal charge against the District.

Adopted 03-20-74
Amended 09-23-81
Amended 05-23-01

7695. WARRANT SIGNATURE. The Controller shall be designated as the Chief Fiscal Officer and the Chancellor as alternate, shall be certified in accordance with the provisions of Education Code Sections 85232 and 85233, to sign "A" and "B" warrants on behalf of the District and the Board of Trustees.

Adopted 03-20-74
Amended 09-23-81
Amended 01-11-89