

# AP 6250 Budget Management

## Reference:

*Title 5 Sections 58305, 58307 and 58308*

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

1. Total amounts budgeted as the proposed expenditure for each major classification of expenditures shall be the maximum expended for that classification for the school year, except as specifically authorized by the Board of Trustees.
2. 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. 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. 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

Request for Budget Transfers and Revisions will be forwarded to the Administration Services office. Requests will be submitted to the Board of Trustees' as pursuant to the California Code of Regulations, Title 5, Section 58308.