

El Camino College's budget is developed based on a process of consultation. This involves a collaborative process in which members of campus constituencies play an appropriate part by making recommendations to the Superintendent/President in accordance with Education Code, Assembly Bill 1725, Title 5, and policies adopted by the El Camino Community College District Board of Trustees. The annual budget will support the District's mission, strategic plan, and comprehensive master plan, and is aligned with the Chancellor's Office Strategic Vision for Success.

Each fiscal year the District will follow the budget development calendar as indicated in the list below:

1. No later than March 15<sup>th</sup> of each year, Fiscal Services will have collected budget development information.
2. In April, the budget assumptions will be presented to the Planning and Budget Committee.
3. In April, the initial budget input will be completed by the Office of the Business Manager and reviewed by the Vice Presidents.
4. In May, the tentative budget will be presented to the Planning and Budget Committee.
5. At the June meeting of the Board of Trustees, Fiscal Services will present the Tentative Budget to the Board of Trustees. The Board of Trustees will adopt the Tentative Budget no later than July 1<sup>st</sup>
6. By July 1<sup>st</sup>, the budget for the fiscal year is activated in the College's financial system.
7. Prior to September 15<sup>th</sup>, the Board of Trustees will hold a public hearing and adopt a Final Budget for the District that reflects changes made to the Tentative Budget and provides the operational budget base for the District.
8. On or before September 30<sup>th</sup>, two copies of the Adopted Budget will be submitted to the California Community College Chancellor's Office.
9. On a quarterly basis, the Board of Trustees will review the 311 reports, which are submitted to the California Community College Chancellor's Office.
10. On an annual basis, the Board of Trustees will review the 311 Annual Report, which is also submitted to the California Community College Chancellor's Office.

**References:**

Education Code Section 70902(b)(5);  
Title 5, Sections 58300 et seq.;  
ACCJC Accreditation Standards II.D