

METROPOLITAN COMMUNITY COLLEGE

DISTRICT REGULATION

4.05010 DR

BUDGET PREPARATION AND ADOPTION

4.05010 DR

I. Preparation

The vice chancellor of administrative services in accordance with budget and finance systems developed by the division will recommend to the chancellor:

- A. an annual budget calendar;
- B. a formula for the distribution of district funds;
- C. a schedule of the total resources by source needed to fund the total district operation;
- D. a distribution of resources in accordance with approved formula.

Each officer of the district will be responsible for the preparation of a budget within the formula and guidelines determined above for their respective units. Such budgets will be approved by the chancellor.

II. Administration

Officers of the district, in cooperation with the vice chancellor of administrative services, will be responsible for the administration of the budgets and for staying within approved amounts.

When projections indicate that budget problems may arise due to lack of enrollment or revenue, the chancellor will appoint a task force of officers, administrators, faculty, and staff and charge it with the responsibility of making recommendations for systemwide budget reductions which take into account all elements of the district plan.

Furthermore, officers of the district will be responsible for the approval of all expenditures for their respective units.

Approved: Chancellor
January 7, 1975

Revised: November 15, 1977
Revised: April 4, 1978
Revised: June 5, 1979
Revised: May 6, 1980
Reviewed: October 19, 2005