

Section II

Budget Development

The West Valley-Mission Community College District is subject to the provisions of the California Code of Regulations and other laws that regulate the operations of public agencies. The California Code of Regulations requires that the governing board of a public agency adopt a Tentative Budget no later than July 1 and a Final Budget no later than September 15 of each year. Januar

A Budget Calendar, **Attachment B**, is followed to prepare the Tentative and Final Budgets. **Development of the Budget Master Plan (d) 5 (E) 6 (e) 3 (b) 5 (g) C** tatdwide framewo-its The elements of these plans are considered when the Chancellor develops his als.

ct is organized into three primary operating entities: West Valley College, college, and District Services. The Colleges operate under the direction of a The District Services administrative support functions operate under the of a Vice Chancellor. The Presidents; the Vice Chancellor; and the Associate cellor of Human Resources report to the Chancellor. An organization chart is s **Attachment C**

The budgets are formatted to show a single fund to track income and out-go for specific purposes. The entire coding scheme is called the Chart of Accounts. The District used a 24 digit string of accounts.

XXXXXX - XXXXXX - XXXXXX - XXXXXX
Fund - Organization - Account - Program

Fund - The fund field consists of six-characters thattT3hT.21247-si1.2(u)2(n)1(d fi(hT.2n4.)-1te05.().(la

resources are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

Organization – This is a six-character code that identifies a unit of budgetary responsibility and/or departments within an institution. The first digit in the sequence identifies the **location**.

Account – This is a six-character code that identifies objects, such as the general ledger accounts and the operating ledger accounts.

Program – This is a six-character code that identifies a function and enables the institution to establish a method for classifying transactions across organizations and accounts. The numbers represent classification of expenditures by activity which reflects the purpose of the expenditures; it shows the aspect of college-district operations benefited by the expenditure. Generally, all activities are classified as either instructional or administrative and support (non-instructional). It is primarily used to classify the expenditures for reporting purposes.

ALLOCATION OF FUNDS WITHIN THE DISTRICT

UNRESTRICTED FUNDS

RESTRICTED FUNDS

alignment with the State's SCFF and provide additional transparency. District Council approved the updated RAM on April 29, 2019, to be effective starting with the FY 2019/20 Final Budget.

UPDATES:

- Allocation will be based on three components (base allocation, supplemental allocation, and student success allocation).
- Hold harmless for two years. Each College will receive no less than the amount from the old RAM calculation based on SB 361. Hold harmless will expire at the end of FY 2020-21. Funding will come from Com

- Fund one-time costs in the current or new fiscal year, as approved by District Council.
- Carry-over balance for special projects and purchases.

