

## **Budget Preparation**

Guidelines will include the following:

1. A statement of philosophy that includes that budget planning supports institutional goals and is linked to other institutional planning efforts.
2. A budget calendar that includes presentation of the tentative and final budgets. The tentative budget shall be presented no later than July 1 [Title 5, Section 58305(a)], and the final budget no later than September 15 [Title 5, Section 58305(c)]. A public hearing on the budget shall be held on or before September 15 [Title 5, Section 58301].
3. Budget development processed, will include consultation with appropriate groups.
4. Criteria and institutional guidelines for the financial planning and budgeting.

Approved by the Chancellor's Executive Council  
February 14, 2005