

**Kern Community College District
Administrative Procedure
Chapter 6 – Business and Fiscal Services**

AP 6250 Budget Management

References:

Title 5 Sections 58305, 58307, and 58308

Note: This procedure is **legally required**.

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.

Transfers may be made from the reserve for contingencies to any expenditure classification by written resolution of the Board and must be approved by a two-thirds vote of the members of the Board.

Transfers may be made between expenditure classifications by written resolution of the Board and may be approved by a majority of the members of the Board.

Excess funds must be added to the general reserve of the District and are not available for appropriation except by resolution of the Board setting forth the need according to major classification.