



BOARD POLICIES

DIVISION	POLICY NUMBER
VIII. Budget and Financial Services	8.01.07
CATEGORY	DATE
8.01.07 Fund Balance	Adopted: 3/2009 Revised: 3/2015, 2/2019

8.01.07 FUND BALANCE

This policy describes the guidelines for unreserved fund balances in the College operating (general) fund.

Goal

Fund balance is the balance of a fund after all liabilities have been deducted from the assets of the fund. The goal is to establish and maintain an operating fund (Education Fund and Operations and Maintenance Fund) fund balance of twenty five percent of the following year’s budgeted revenue.

Utilization

The proposed recommended use of the unreserved general fund balance is for projects in the Capital Improvement Program (CIP) or other unanticipated one-time expenditures that do not result in recurring operating costs. Expenditures from the unreserved fund balance must be approved by the Board of Trustees.

When the operating fund balance exceeds twenty-five percent of the following year’s budgeted revenue, the excess funds may be transferred to the Operations and Maintenance Restricted Fund with approval by the Board of Trustees.

Replenishment of Reserve Deficits

In the event the operating fund balance falls below fifteen percent, the vice president of administrative services will submit to the Board, in conjunction with the proposed budget, a plan for corrective action to restore the fund balance to its goal of twenty five percent.

Annual Review

Compliance of this policy will be reviewed by the vice president of administrative services during the budget adoption process.

The Board will receive a report of year end reserves in the general fund as part of the year-end financial report.