

June 6, 2022

Bulletin No. 22-044

TO: Chief Business Officials & Fiscal Directors  
Chaffey Community College District

**SUBJECT: 2022-23 Tentative Budget Due July 1, 2022**

In accordance with Title 5, the governing board of each community college must submit a tentative budget to the County Superintendent's Office no later than July 1, 2022.

As in the past, please submit the college's tentative budget as adopted by the Chaffey College Board.

- ◆ Budget Report detailing by fund:
  - Projected Revenue
  - Projected Expenditures
  - Estimated Beginning Fund Balance
  - Projected Ending Fund Balance
  - Assumptions/ Presentations provided to the Board
- ◆ Certification of Board Minutes for Tentative Budget Approval

In addition to the tentative college budget please submit the semi-annual reconciliation report of cash in the county Treasury. The Memorandum of Understanding signed in October of 2007 provided for submission of a cash reconciliation detailing the reconciliation between the cash in the county treasury and the college district's accounting records for each fund maintained in the county treasury.

The district 2022-23 adopted budget and financial statement completed on State CCFS-311 forms and specific student attendance information will be due September 30, 2022.

Questions regarding the submission of your 2022-23 Adopted Budget may be directed to Tamika Murray (909) 386-9682 or Ginger Sanchez at (909) 386-9683.

Sincerely,

Ted Alejandre  
County Superintendent of Schools

*Signed by  
Thomas Cassida*

Business Advisory Services

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Business Services • Richard De Nava, Assistant Superintendent