
Business and Fiscal Affairs

AP 6305 RESERVES

Reference:

California Community Colleges Budget and Accounting Manual, Chapter 5,
Appendix A

Reserve Standards

- **General Fund Reserve:** The target reserve is five percent of the Unrestricted General Fund.
- **Contingency Reserve:** In addition to the State-mandated General Fund Reserve, a contingency reserve will be maintained to afford the four locations, Chabot College, Las Positas College, District Office and Maintenance and Operations added fiscal flexibility. The target contingency reserve is one (1) percent of the Unrestricted Operating Expenditure Budget. The contingency reserve is to be used for unanticipated changes in expenditures or revenues when impending changes in operations would result in significant service reductions.

Date Approved: March 18, 2014

(This is a new procedure recommended by the Policy and Procedure Service)