

**College Procedure:** 209.1 – Fund Balance Allocation Procedure  
**Policy Reference:** 209 – Treasurer Policy  
**Responsible Department:** Finance  
**Approval Authority:** Cabinet  
**Procedure Owner:** Vice President, Finance  
**Effective Date:** 05/14/2024

**Version Number:** 1  
**Legal Counsel Reviewed (yes/no):** No  
**Legal Reference(s):**  
**Scope:** College-wide

### Reason for Procedure

This procedure will support a process to ensure College fund balances have been properly evaluated and allocated appropriately in accordance with Governmental Accounting Standards Board (GASB).

### The Procedure

Fund balances will be reviewed annually to determine if a reallocation of fund balance is appropriate. A sufficient level of unrestricted fund balance will be maintained to ensure operating costs and unexpected emergency needs can be met.

Version Number	Date Approved	Approved by	Brief Description of Change
1	5/14/2024	Cabinet	