

**CHAPTER 6: BUSINESS & FISCAL AFFAIRS
ADMINISTRATIVE PROCEDURE NO. 6305**

COLLEGE OF THE SISKIYOU

Procedure Manual

Title: Reserves

Adoption Date: April 10, 2014

Responsible Office: Administrative Services

Reference: Budgeting and Accounting Manual, Chapter 5, Appendix A

The District maintains a minimum 5% of annual expenditures as recommended by the State Chancellor's Office. In addition, every effort is made to maintain a prudent reserve above that minimum 5% to allow for careful cash management.

Reserves are designated by debt service, legal restrictions, and special purposes as deemed necessary by the Administration and approved by the Board.