

WESTERN NEBRASKA COMMUNITY COLLEGE

President's Procedure

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| TITLE: | Budget Planning |
| DIVISION: | Administrative Services |
| CATEGORY: | Budget |
| REFERENCE: | BP-303 Budget Planning Board Policy |
| NUMBER: | PP-303 |
| DATE OF REVIEW | March 18, 2020 |
| APPROVAL: | Dr. Carmen Simone, President |

Purpose

This procedure outlines the process Western Nebraska Community College (WNCC) shall follow to remain in compliance with Board policy and the Nebraska Revised Statutes and the requirements of the Coordinating Commission for Postsecondary Education as it pertains to public institutions budgets and state aid requests.

Scope

This procedure applies to all WNCC employees with budget planning responsibilities.

Definitions

Commission: The Nebraska Coordinating Commission for Postsecondary Education (CCPE).

Fiscal Year: A year as reckoned for accounting purposes. WNCC's fiscal year shall begin on the first day of July and end on the thirtieth (30th) day of June of each year.

Procedure

Budget Planning Request

The College budget request represents the approved strategic plan of the College stated in fiscal terms. In preparing the College operating budget request, WNCC shall adhere to the following guidelines:

- Adherence to principles of sound fiscal management.
- Allocation of resources to instructional and support programs consistent with WNCC's mission, goals, and priorities in accordance with the College's integrated planning framework.
- A balanced budget between resources and expenditures based upon a realistic assessment of financial resource availability and expenditure requirements.

- An unrestricted general fund reserve sufficient to provide for working capital, appropriate cash flow, state and local funding uncertainties, and future emergencies the Board may declare.
- Budget projections address long-term goals and commitments to assure financial stability.

The President or designee shall present the budget request to the Facilities and Finance Committee of the Board for its review and recommendations. Such request shall be presented, as amended, to the Board for review prior to final approval.

Prior to adoption of the final budget, the Board shall hold a public hearing. The date, time, and location of the public hearing, along with the dates and locations at which the proposed budget may be inspected by the public, shall be posted and also published in a newspaper of general circulation in the College's service area.

Adoption

Each year the President or designee, with the assistance of the Secretary of the Board, shall propose a fiscal year budget of income and expenditures for the College. The budget shall strictly conform to applicable state and federal law.

The President or designee shall publish such proposed budget statement and shall take other steps as shall be required by Nebraska law for Board approval following its public hearing. After said public hearing and Board adoption of a budget statement, the Secretary of the Board shall take all such steps as necessary to certify the final adopted budget and mill levy information as shall be necessary for its implementation and submission to respective state agencies.

Revising this Procedure

This President's Procedure supersedes any prior WNCC policy, procedure, guideline or handbook on this subject matter.

WNCC reserves the right to revise this procedure, as necessary, or as new laws or board policy require attention.