

**WESTERN NEBRASKA COMMUNITY COLLEGE  
POLICIES AND PROCEDURES**

SECTION: Fiscal Affairs	300.0000.14
SUBSECTION: Budgeting and Planning	310.0000.79

***Planning Budget Request***  
**Policy Number: 310.0100.79**

**POLICY**

The College budget request represents the approved educational plan of the College for the academic year stated in fiscal terms. In preparing the College operating budget request, the President shall adhere to the following guidelines:

- 1) The budget request shall reflect the best possible distribution of available funds in accordance with the goals of the College.
- 2) The budget request shall identify sufficient sources of funds to ensure a financially balanced budget.
- 3) The budget request shall provide contingencies adequate to meet reasonable unforeseen demands.

The budget request shall be presented by the President to the Finance Committee of the Board for its review and recommendations. Such request shall be presented, as amended, to the Board for review and approval prior to submission to the Nebraska Department of Administrative Services.

**DEFINITIONS**

N/A

**APPLICABILITY**

N/A

**Adoption Date:** 1979

**Revision Date (and Board of Governors' Minutes Item Number):**

**Prior Policy/Procedure Number:**

**Schedule for Review:**

**Divisions/Department Responsible for Review and Update:**

**Sponsoring Division/Department:**

**Rescinded Date:**

**Cross Reference:**

**Procedure(s) for Policy:**

**Related Policies/References:**