

## **Dixie Technical College Budgeting Policy**

Effective Date: May 2018

Board Approval: March 2018

**1.** The budgeting process is tied directly to the Strategic Planning process. Budget requests are based on goals that are mutually agreed upon by those requesting budget and approved by budget supervisors.

**1.1** Key steps are:

**1.1.1** By March 1 of each year, faculty and staff members are provided with budget request worksheets as a part of the strategic planning process.

**1.1.2** Worksheets are completed and returned to the appropriate budget administrators by the end of March.

**1.1.3** Budget administrators will review and prioritize requests by April 15<sup>th</sup>.

**1.1.3.1** A meeting involving all budget administrators will be held with the Campus President prior to the end of April for the purpose of determining campus budget priorities.

**1.1.4** The Campus President will tentatively approve all budgets, pending Board of Director approval and notify the Finance Officer.

**1.1.5** The proposed budget will be presented to the Dixie Tech Board of Directors for approval.

**1.1.5.1** An official budget notification will be provided by the Finance Officer to all budget administrators. The notification form will describe budget categories and the amount of budget approved for each.

**1.2** All program budgets will be in place by the beginning of the new fiscal year, July 1st