



Budgeting Policy	Fiscal Policies
	Effective Date: May 16, 2019
	Board Approved Date: May 16, 2019

- (1) The Executive Team shall determine the process for establishing the proposed budget for each fiscal year. Generally,
 - (a) Program and Department heads are provided with budget request worksheets.
 - (b) Worksheets are completed and returned to the appropriate Budget Executive.
 - (c) Budget Executives will review and prioritize requests.
 - (d) A meeting involving the Executive Team will be held for the purpose of determining campus budget priorities.
- (2) The College President will present a proposed budget to the Dixie Tech Board of Directors for approval prior to the beginning of each fiscal year. The board may approve adjustments to the budget during the course of the fiscal year.
- (3) The College President may reallocate funds within the budget during the course of the fiscal year as is required by college operations, and adjusted budgets will be presented to the Board of Directors.
- (4) The Finance Office shall provide appropriate information regarding budgets, spending and encumbrances to Budget Executives, Program and Department heads.
- (5) In the case of an emergency which would disrupt the educational operations of the school, the College President may authorize additional expenditures from the College's reserve funds.