



OKLAHOMA CITY COMMUNITY COLLEGE

## **NO. 3041 BUDGET PREPARATION**

The budget process is under the direction of the Vice President for Business and Finance. Budgets are prepared for the Educational and General operation and the Auxiliary operation. The budget process typically begins in January by building the next year's base budget. A base dollar amount is given to each budgetary unit by their President's Cabinet member in order to begin creating a budget for the next year. The detailed steps in preparing a budget may change from year to year. A budget manual that includes the detailed steps in preparing a budget may be obtained from the Director of Budget and Management Services/Bursar.

Special requests for one-time expenditures or new initiatives must be submitted to the Vice President for Business and Finance through the requestor's President's Cabinet member. The President's Advisory Council Budget Committee reviews and prioritizes these requests and submits them to President's Cabinet for consideration. Requests that are approved are blended into the base budget.

The Educational and General budget and Auxiliary budget are submitted to the Board of Regents for approval.

Revised Date: 08-04-2003