

Board of Trustees of the Nebraska State Colleges

Business and Finance

POLICY
NAME: Budgets

POLICY
NUMBER: 6200

A. PURPOSE

To provide direction on budget development, the budget allocation process and the development of operating budgets.

B. DEFINITIONS

1. **Deficit Budget Request** – A formal request to the Executive Branch to increase or decrease any fund source for any budget program for the biennium in progress.

C. POLICY

1. **Biennial Budget Requests**

The biennial budget requests shall be presented on forms and in a manner directed by the System Office. All general operating budget requests for each College and the System Office must be approved by the Board prior to being submitted by the System Office to the appropriate agencies of the executive and legislative branches of state government, and the Coordinating Commission for Postsecondary Education.

2. **Distribution of Funds**

Based upon the Legislative appropriation, the Board will allocate the operational funds to the Colleges and the System Office in an equitable manner. The Board may take into consideration the adequacy and fairness of the funding levels at each institution to carry out its role and mission when making funding allocations.

3. **Operating Budgets**

3.1. Academic Needs

The academic requirements of the Colleges shall drive the operational and capital construction budgets. Nothing in the budgets shall be deemed sacrosanct, and no part of the College's operations will be immune from scrutiny or possible reallocation if evaluations determine that such action is necessary for an efficient and effective operation.

3.2. Budget Approval

The Colleges and the System Office will submit proposed operating budgets to the Board for approval based on the funds distribution approved by the Board.

3.3. Revised Operating Budgets

If needed, revised budgets for the current fiscal year may be submitted to the Board for approval. Revised budgets must clearly identify any additional funds being added to the budget and be accompanied by a full explanation of the proposed program budget adjustments. If revenue or expenditure adjustments are made to the operating budget during the year, a final budget reflecting those changes must be approved by the Board.

4. Deficit Budget Requests

If deficit requests for specific emergency funding become necessary, the Colleges and the System Office shall first submit the proposals to the Board for evaluation. If approved by the Board, information on the requests will be prepared and forwarded to the Governor's Budget Office, the Legislative Fiscal Office and the Coordinating Commission by the System Office before second-round approval.

FORMS/APPENDICES:

None

SOURCE:

Legal References:	RRS 85-316	State Colleges; funds; contingencies; disbursements; travel expenses
	RRS 81-126	Governor; recommendations as to deficiency funding; bill form

Policy Adopted: March 1994

Policy Revised: September 2006, January 2022