

**POLICIES AND PROCEDURES
OUACHITA TECHNICAL COLLEGE**

SUBJECT AREA: Finance and Administration
POLICY/PROCEDURE: Legislative Budget Request
DATE: March 1, 1993
REVISION(S): 7/27/10

NUMBER: 3.00

The College prepares a legislative budget request as a plan of operation for the legislative funding period. This budget request is the formal College financial document and plan that, after approved by the Board of Trustees, is presented to the Arkansas Department of Higher Education, and ultimately to the Arkansas General Assembly. The end result of this request is the authorized budget legislation approved by the General Assembly. This legislation becomes the basis for the internal budget process.

The legislative budget document contains general narrative addressed to the mission and goals of the College. A general history and description of the College are included to assist readers in further understanding the budget request.

The legislative request for capital funding needs addresses new construction, land acquisition, facility repair and rehabilitation, and major equipment acquisition. An introductory summary statement provides information concerning each capital request that is prioritized according to College goals and needs. Data by project is included with pertinent information concerning need, relationship to the strategic plan, other capital improvement projects, impact on space usage, expected contribution to educational services, and cost computations.

The legislative request for operating funds addresses the expenditure estimates by major object and functional categories along with estimated sources of income supporting the educational services of the College.

The budget format is dictated by instructions from the Department of Higher Education. The format and presentation of data may be expected to vary to comply with their instructions as well as to accommodate College management in formulating budget documentation to best present the needs and objectives of the College.

Starting in 2010 there is a legislative budget request for the even years as well as the odd years. The request in the even years is for just one year and does not include a narrative.

AUTHENTICATION (Signature):

COPP

President

7/27/10
(Date)

3.00