

The BTC District Board will ensure the preparation of an annual budget for the College that shall be considered a controlled spending plan for the College. This budget will guide the expenditure of funds by fiscal year - July 1st to June 30th. Budgeted expenditures will be organized on a fund/function basis in accordance with the Wisconsin Technical College System Board (WTCSB) Uniform Financial Fund Accounting System (UFFAS).

The budget shall be communicated in writing, through a published document, and presented to area residents through one or more open, public hearing(s) at a day and time determined by the District Board. Any changes to the budget resulting from the public hearing shall be made prior to adoption. The budget document will comply with all state statutes, administrative rules/regulations, and the WTCSB Financial Accounting Manual (FAM).

The District Board directs the President/District Director to:

1. Develop and share with the District Board, no later than the November meeting, a calendar of budget preparation activities prior to beginning budget development.
2. Develop and communicate revenue and expenditure projections consistent with the District Board's strategic initiatives.
3. Assist the District Board in establishing budget parameters and guidelines to be shared with staff.
4. Conduct a series of reviews with budget managers resulting in a balanced revenue/expenditure budget that avoids reducing reserved funds unless a compelling and essential reason warrants such reduction; thresholds as established by Board policy will be maintained.
5. Report to the District Board on a regular basis the current status of budget preparation.
6. Present to the District Board a balanced budget that complies with the guidelines developed by the Board.
7. Oversee the preparation of the budget documents and the public notice required to finalize the budget and present it to the public.
- 8.. Require budget managers to effectively manage budgeted resources and ensure that expenditures will fall within the limits of the budget.

# ANNUAL BUDGET

D-200

Reference: Wisconsin Statutes 38.12 (5m)  
Wisconsin Administrative Code TCS 7.05  
WTCSB Financial Accounting Manual  
WTCSB Uniform Fund Accounting System  
BTC Board Policy D-630 Fund Balances

Policy Adopted: August 18, 1976  
Revised: April 19, 2000; December 15, 2004; January 17, 2007; April 15, 2009;  
December 20, 2017