

**BURRELL COLLEGE
OF OSTEOPATHIC MEDICINE
POLICY MANUAL**

SECTION: Finances

Policy: B3010

TOPIC: Financial Planning & Budget

Approval Date: 11/15/19

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Approved: Signature on File

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POLICY

The College Dean shall have budgetary authority for the college and prepare the annual budget for its operations.

RESPONSIBLE OFFICIAL(S):

Dean, Chief Financial Officer, President

PROCEDURE:

1. The Dean shall prepare an annual operating budget so constructed as to meet the College's obligations to provide the Doctor of Osteopathic Medicine degree program for its enrollees in addition to all aspects of its mission and strategic initiatives. Proportional distribution of resources shall be made in accordance with the priorities of the College as established by the strategic planning process. Resources pledged by virtue of grant covenants shall be duly assigned.
2. The several committees and departments of BCOM shall inform the budget process by providing recommendations to the Dean.
3. The budget process will proceed according to the procedures and timeline established by the Chief Financial Officer working in cooperation with the Dean.
4. An interim draft of the annual budget will be jointly presented to the President. Requests for new program funding shall accompany the interim draft.
5. The budget will be subject to final approval by the Board of Trustees.
6. The College will amend its budget periodically through the fiscal year as may be required to meet unanticipated changes in financial condition.

CROSS REFERENCE: