



4.3 Budget Preparation and Adoption Policy

Policy approved by the Board of Trustees – September 28, 2005

Policy approved by the Board of Trustees – December 14, 2022

Policy approved by the Board of Trustees – December 10, 2025

The president of the college shall oversee the preparation of the annual operating and capital budgets for the college on a fiscal year basis. The proposed budgets shall be presented by the president, or his/her designee, to the board of trustees for preliminary approval at the May meeting of the board of trustees and submitted to the Westmoreland County Board of Commissioners for consideration and approval.

As required by the County's process, the college's proposed budgets shall lay open for public view for at least four weeks. In the absence of comments from the County or the public during the review period, the budgets are then presented to the board of trustees for final approval at the June board meeting.