

*Policy Series 3000*  
**Board Policy 3000**

**Business Management**

The Northern Wyoming Community College District will comply with all Federal, State, and Local laws, statutes, rules, and regulations in the business and risk management operations of the District. The Administration shall develop and regularly review procedures and processes to ensure effective and efficient operations and adoption of best practices.

The District's fiscal year begins on July 1 and ends on June 30, per W.S. 16-4-102.

Administration will present to the Board of Trustees a preliminary budget by May 15 of each year, per W.S. 16-4-102.

Administration will hold an annual budget work session with the Board of Trustees between May 15 and July 15 of each year, per W.S. 16-4-104.

Administration will present an annual budget and request a public hearing, for approval by the Board of Trustees, including the resolution to provide income and expenditure authority resolutions, by the third Wednesday of each July, per W.S. 16-4-109.

Each even year in April, Administration will request a public hearing for the Board of Trustees to approve the continuation of the one mill levy for the District for the following two fiscal years, per W.S. 21-18-303.

Each odd year in April, Administration will request a public hearing for the Board of Trustees to approve the continuation of the BOCHES half-mill levy for the District for the following two fiscal years, per W.S. 21-20-110.

Adoption Date: 07-17-2019  
Review Dates  
Revision Dates