NYCC Budget & 3 Year Forecast Process

CFO sets-up meeting with Sr. Staff to initiate budget/forecast process

Sr. Staff includes:
- President
- Chief Financial Officer (CFO)
- Executive Vice President of Academic Affairs
- Executive Director of Enrollment Management
- Executive Director of Institutional Advancement
- Assistant Vice President of Administrative Services

Sr. Staff reviews/discusses strategic planning initiatives for budgetary consideration

Sr. Staff determines proposed tuition rate by:
- Review NYCC tuition ranking among US Chiro Colleges for the 2 preceding years
- Comparison of NYCC's tuition change and avg. Chiro College tuition change for 2 preceding years
- Projected enrollment
- Strategic Planning Initiatives

Sr. Staff - Proposed tuition rate for next fiscal year is discussed and determined what will be proposed to the Board at Feb/ Mar meeting

Tuition rate percentage change is the same for all programs

Finance provides departmental budget/ forecast sheets to Sr. Staff

- Departmental budget/forecast sheets are due back to finance in approx. 4 weeks.
- Sheets contain prior year actual & current year budget figures and columns for next budget year & additional 3 forecast years.

Each Sr. Staff member distributes budget/forecast to applicable Department Head

- Senior Staff members meet with Department Heads as necessary
- Finance attends individual/group meeting as requested

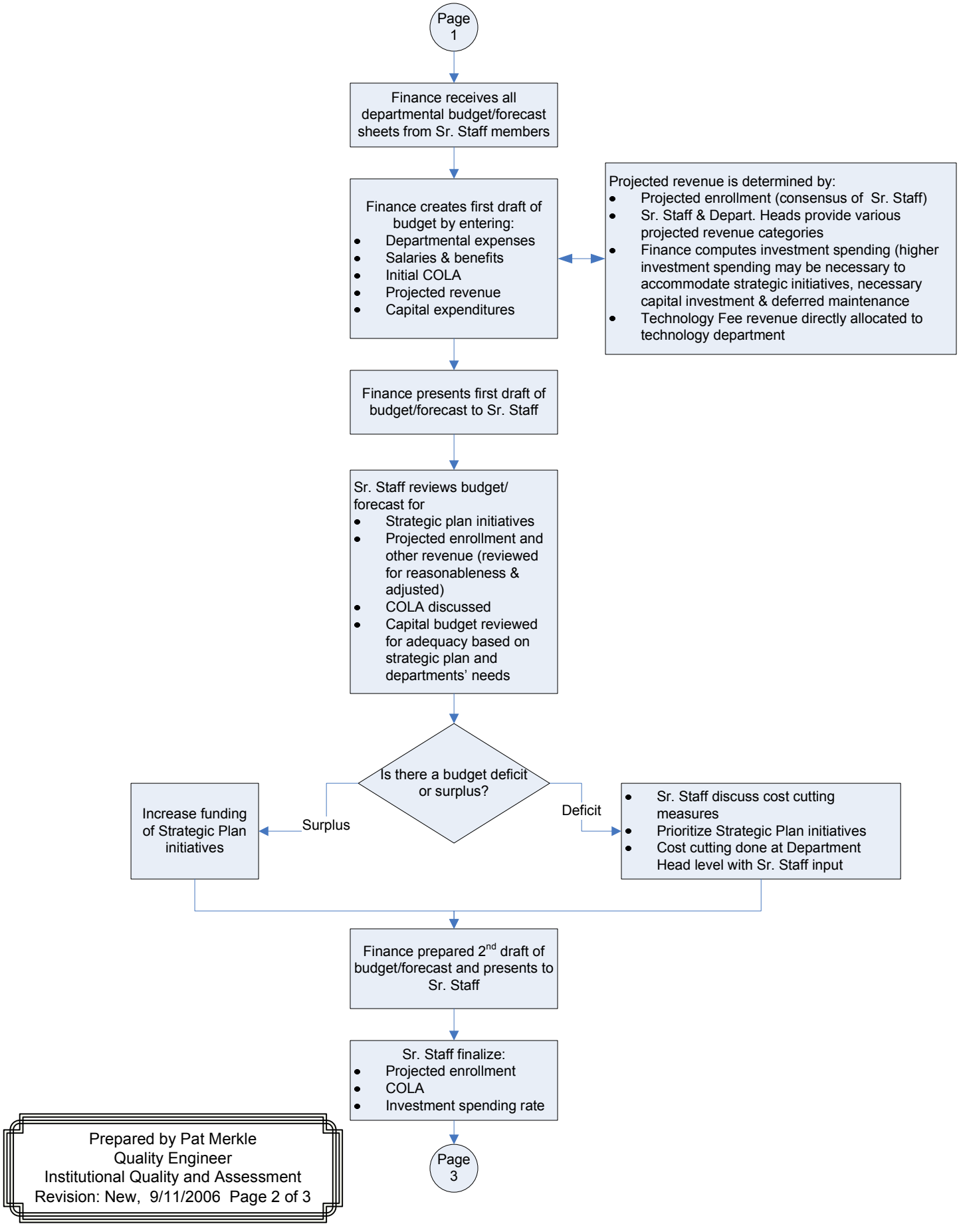
Department Head Completes budget/forecast sheets by:
- Review NYCC strategic plan and department goals & objectives
- Revenue is projected if applicable for department
- Employment Changes (increases/decreases/ allocations) are requested & noted
- Potential capital expenditures noted on capital sheets
- Input from individuals within department, as appropriate

- Finance is available for consultation throughout the process
- Appropriate Sr. Staff member reviews requests

Department Heads give budget/ forecast sheets to appropriate Sr. Staff member

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