



**SECTION:** Financial      **POLICY:** **Capital & Operating** Budget Preparation  
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### Policy

The CCN Finance Committee will ~~initiate~~ **provide oversight** for the preparation of the yearly Capital **& Operating budget submissions**.

### Procedure

1. The Committee will review and approve the annual **Capital and Operating** budget submissions prepared by each of the program areas, and the Administration office of CCN.
2. In November, budget assumptions for the upcoming fiscal year will be prepared.
3. In January, the draft Capital and Operating budgets will be presented to the Finance Committee for review.
4. In February, the final Capital and Operating budgets will be presented to the Finance Committee.
5. Any modifications to the Capital and Operating budget submissions will be returned for consideration.
6. Having approved the budget submissions, the Committee approved **Capital and Operating budgets** will be forwarded to the Board of Directors of CCN for its approval.