

**WALLA WALLA COMMUNITY COLLEGE
RESERVES
BOARD POLICY 1670**

Walla Walla Community College will maintain an operating reserve to provide for such items as adequate cash flow, emergencies, budget contingencies, multi-year planning, or capital commitments. The general fund operating reserves will be based on seventeen percent (17%) of the College's operating budgeted expenditures.

The College will maintain three percent (3%) of the budgeted operating expenditures within its discretionary fund balances as a reserve to allow for adequate cash flow and fluctuations in revenue and/or expenditure amounts in any given fiscal year.

Only the Board of Trustees can authorize a reserve of less than 17% and 3% respectively, for any one fiscal year at a time. The status of the College's reserve will be reported to the Board of Trustees at least annually.

If future state-level budget cuts appear likely, it may be appropriate to bring the balances to a higher level, allowing the College to maintain valuable infrastructure during reduction periods.

Board of Trustees' approval is required for the use of these funds. In case of an emergency, the College president has the authority to draw on these funds and provide the Board with a report for ratification at its next meeting.

<p>Policy Contact: <u>President</u></p> <p>Approved by (Department/Body): <u>WWCC Board of Trustees</u></p> <p>Date Originally Approved: <u>April 20, 2005 (Formerly BP 1010 – Renumbered July 2022)</u></p> <p>Last Reviewed/Revised on: <u>January 27, 2021 (previously April 19, 2017)</u></p>
