DATE:	OCTOBER 1, 2008
NUMBER:	B.19
SUBJECT:	FISCAL SYSTEM ACCOUNTING FOR REVENUE AND EXPENDITURES
RELATED SECTIONS:	ICW COUNTY CHARTER ART. VIII, SEC. 804

POLICY

To establish a procedure for monitoring detention facility budgets.

POLICY

Each facility commander shall monitor the facility budget to ensure program objectives are met.

PROCEDURE

I.   Reports generated by Oracle are to be used to review the status of the detention facility's operation in relation to the budget. The Auditor and Controller produce these reports approximately every four weeks.

II.   The Oracle Manual provides information on Oracle and the reports that Oracle generates.

III.   The Oracle "on-line" system is available for use, providing current fiscal information on the detention facility's operation. The "on-line" system can be used for a general overview of the budget and examination of detail transactions.