

DATE:	OCTOBER 1, 2008
NUMBER:	B.15
SUBJECT:	BUDGET PREPARATION AND CONTROL
RELATED SECTIONS:	ICW SD CO. CHARTER ARTICLE VIII, SEC. 800

PURPOSE

To establish responsibility for budget preparation and control.

POLICY

The Detention Services Bureau will prepare, monitor, and control an annual budget in accordance with guidelines established in the “County Operational Plan.”

PROCEDURE

- I. Detention facility commanders are responsible for preparation of annual budget requests.
- II. Bureau and facility commanders will monitor budget expenditures utilizing Oracle and the fiscal management tool.
- III. Budget transfers between sub-accounts must be approved by the facility commander.
- IV. Budget transfers between facilities must be approved by the respective bureau commanders, with input from affected facility commanders.