

Annapolis Police Department



GENERAL ORDER

Number: B.19

**Issue Date: September
2013**

TO: All Personnel

SUBJECT: Department Budget Process

PURPOSE

The purpose of this General Order is to establish guidelines for the preparation and submission of the budget to commanders of major organization components.

POLICY

It shall be the policy of the Annapolis Police Department to require all commanders to annually participate in the preparation of the department's budget. To increase the value of the input and to enhance coordination in the budget process, guidelines are established in this directive to inform the commanders of components of the essential tasks and procedures relating to the budget preparation process. The guidelines include instructions for preparing budget request documents and for providing adequate justification for major continuing expenditures or changes in continuing expenditures.

I. Authority and Responsibility for Fiscal Management

The Charter and Code of the City of Annapolis states that each department shall be administered by a director who shall be responsible for the execution of the duties and responsibilities of the department. By virtue of this directive, the Chief of Police delegates responsibility for fiscal management functions to the Administrative Support Division.

II. Budget Timetable

The City of Annapolis fiscal year runs from July 1 to June 30. The department's operating budget will be prepared according to the following timetable:

A. September

Commanders discuss capital projects and submit requests to the City Manager.

B. November

1. The Finance Department forwards budget forms and instructions to all City Departments.
2. Commanders begin the process of completing Enhancements.

C. January

1. Enhancements are forwarded to the Finance Department.
2. Capital Improvements are forwarded to the Finance Department and to Central Services.
3. The proposed operating budget is forwarded to the Finance Department.

D. July

The department's new fiscal year budget goes into effect.

III. Budget Preparation Package

Budget preparation packages will contain the items listed below. The Priority Summary form (B-1), Budget Request form (B-2) and the Program Goals/Objectives form (B-3) are mandatory for all components.

- A. The Budget Request form (B-2) should contain a description of items that are submitted (broken down into individual cost) and a total cost of the items. Items with a unit cost over \$300.00 must include justification.
- B. The Priority Summary form (B-1) must contain every item from the budget request form in numerical order according to its importance.

IV. Supplemental Appropriations

- A. Provisions are available within the budget system to meet circumstances that cannot be anticipated by prior fiscal planning efforts (e.g., additional funds to compensate for overtime expended during a civil disturbance or funds needed to purchase needed material not included in the original operating budget).Mechanisms of adjustment include budget revision, transferring funds from one account to another and/or requesting that additional funds be granted for agency needs.
- B. The Administrative Support Division will coordinate the processing of all supplemental appropriations with the Finance Department. Commanders are required to submit all requested documentation concerning the cause of any supplemental appropriation needed, at the direction of the Commander of the Administrative Support Division.

Michael Pristoop
Chief of Police

References

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| <ol style="list-style-type: none">1. Accreditation Standards 17.1.1, 17.2.1, 17.2.22. General Order B.8 Department Goals and Objectives3. Charter and Code of the City of Annapolis 17.1.13. City of Annapolis Finance Department Instructions |
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Revision: This order replaces General Order B.19 issued November 2000.