

GENERAL ORDER 17.2.1

Budget

GENERAL ORDER CROSS-REFERENCE: 1.1.1, 11.1.1, 16.1.1, 16.3.1, 21.2.1, 22.1.1, 22.2.1

SUMMARY

Describes the Department's responsibilities in the budgeting process.

DISCUSSION

The Springfield Police Department uses its annual budget preparation as an opportunity to set new goals and objectives for the upcoming year and review its progress on the current year; review and adjust as necessary its allocation and distribution of personnel; review the continuation of any of its functions and/or special positions; determine its fiscal and material needs for the next year; and generally review its operations.

All budget preparation is conducted in conformance with Oregon Local Budget Law under the direction from the City Manager and Finance Department.

POLICY

I

The Management Analyst is responsible for the coordination and monitoring of the Department's budget. All Department budget development shall follow guidelines promulgated by the City Manager and Finance Department.

II

Division commanders may provide input regarding their divisions' individual budgets following guidelines from the Management Analyst and Chief of Police. Using the division commanders' individual budget requests, the Management Analyst shall assemble the overall Department budget request.

III

The Finance Department provides monthly reports detailing each budgeted category, its initial appropriated amount, beginning balance, monthly spending, and unencumbered balance. The Management Analyst shall submit a monthly report to the Chief of Police and to the other division commanders which shall include spending patterns, projections of the Department's spending, and deviations of spending from appropriate amounts. The Management Analyst shall report as necessary to the Chief of Police any deviations from authorized and appropriate spending.

IV

The Management Analyst shall coordinate any supplemental appropriations or fund transfers with the Finance Department.

Richard Lewis
Chief of Police