Budget Management

209.1 PURPOSE AND SCOPE

This policy provides guidelines for department budgeting and accounting.

209.2 POLICY

The Franklin Community Schools Police Department endeavors to appropriately obtain, manage, review and audit department funds.

209.3 BUDGET PREPARATION AND MANAGEMENT

The Chief of Police or the authorized designee shall be responsible for preparing an annual budget proposal for review by the Chief of Franklin Community Schools Chief Financial Officer.

Adopted budgets shall be reviewed and monitored periodically by Chief of Police to ensure expenditures do not exceed allocated funds.

209.3.1 ACCOUNTING

The Chief of Police shall be responsible for developing and maintaining an accounting system that includes approval of each account and provisions for monthly status reports including, but not limited to:

- The initial appropriation for each account or program.
- Expenditures and encumbrances made during the reporting period.
- The unencumbered balance of the account or program.

Accounting practices for cash accounts are described in the Cash Handling, Security and Management Policy.

209.4 AUDITS

Audits of the department’s fiscal activities should occur annually.