

	ELGIN POLICE DEPARTMENT 151 Douglas Avenue Elgin, Illinois 60120	
Effective Date: 08/05/02	STANDARD OPERATING PROCEDURE	Revised Date: 01/03/18
Chief of Police: 	Fiscal Management, 17.1	
Cross Reference:		Policy Sections: 17.1.1 Fiscal Management

PURPOSE

The purpose of this policy is to establish guidelines for Fiscal Management for the Elgin Police Department.

POLICY STATEMENT

It is the policy of the Elgin Police Department to utilize only those accounting principles and fiscal management techniques that ensure the effective and efficient utilization of resources in all department operations and ensure sound control of money handled by the department.

PROCEDURES

17.1.1 FISCAL MANAGEMENT

- A. The authority and responsibility for the fiscal management of the Elgin Police Department is vested in the Office of the Chief of Police.
- B. The chief of police is responsible for the following:
 1. Compliance with general fiscal procedures and controls established by city policy.
 2. Reviewing all non-cash expenditure requests from department personnel to ensure such requests are consistent with budget authorization.
 3. Liaison with city officials and the finance director concerning purchases and budget requests.
 4. Monitoring monthly expenditures, encumbrances and fund balances.
 5. Rectifying any and all budgetary discrepancies.
 6. Requesting all fund transfers as may be required in accordance with city procedures.
- C. The chief of police is responsible for the continuing and ongoing review and analysis of the entire budget, and for monthly internal monitoring of the department's non-cash fiscal activities.
- D. The deputy chief will assist in fiscal management by supervising internal expenditures. The purchasing of items by members of the department shall be routed through the deputy chief and budget analyst who are responsible for approving all routine purchases in advance.