
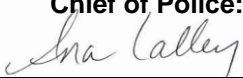
	ELGIN POLICE DEPARTMENT 151 Douglas Avenue Elgin, Illinois 60120	
Effective Date: 08/05/02	STANDARD OPERATING PROCEDURE	Revised Date: 02/20/20
Chief of Police: 	Budget, 17.2	
Cross Reference:		Policy Sections: 17.2.1 Budget Administration 17.2.2 Budgetary Input

PURPOSE

The purpose of this policy is to establish guidelines for budget preparation and coordination for the department.

POLICY STATEMENT

It is the policy of the Elgin Police Department to delineate responsibility for preparation and management of the department's annual budget. This responsibility shall be assigned to the chief of police who may utilize other personnel to assist.

PROCEDURES

17.2.1 BUDGET ADMINISTRATION

- A. The chief of police will coordinate the annual preparation of the department's budget.
- B. The budget shall be managed throughout the year by the deputy chief, who shall keep the chief of police informed on the status, concerns and discrepancies, if any, pertaining to the budget.
- C. The city's fiscal year is generally January 1 through December 31.
- D. The budget analyst shall handle the day to day budget operations and shall be responsible for annual audits and other duties as outlined in the job description.

17.2.2 BUDGETARY INPUT

- A. The department recognizes the need to poll employees for input on an annual basis for the next year's budget. The process will be ongoing throughout the year.
- B. The chief of police will make the final determination of items requested in the budget and present the proposed budget to the city manager for review.
- C. The city manager will make final recommendations to the city council, which has the final authority to approve or reject any proposed budgetary items.