

Chapter 8

FISCAL MANAGEMENT

8.1 CHIEF EXECUTIVE OFFICER

The chief executive officer of the agency is designated as having the authority and responsibility for the fiscal management of the agency through a written statement issued by the local government, or by law or ordinance, or by a combination of the two.

- *Copy of departmental policy with the above area highlighted.*

8.2 OTHER AUTHORIZED PERSONNEL

If the chief executive officer of the agency does not personally perform the fiscal management function, a written directive designates the position or component having the responsibility for fiscal management functions.

- *Copy of departmental policy with the above area highlighted.*

8.3 BUDGET PREPARATION

The heads of major organizational components within the agency participate in budget preparation including the preparation of written recommendations based on operational and activity analysis.

- *Copy of departmental policy with the above area highlighted.*
- *Copy of agency's departments budget.*

8.4 ACCOUNTING SYSTEM

The agency has an accounting system, which includes the preparation and provision for at least quarterly status reports showing:

- A. Initial appropriation for each account or program;
- B. Balances at the commencement of each period;
- C. Expenditures and encumbrances made during the period; and
- D. Unencumbered balances.
 - *Copy of agency's quarterly budget report.*

8.5 AUDITS

A written directive establishes procedures for both the internal monitoring and auditing of the agency's internal budgets.

- *Copy of department's budget audit or proof of same*

8.6 CASH

A written directive establishes procedures for collecting, safeguarding and dispersing cash, to include, at least:

- A. Maintenance of an allotment system or, alternatively, records of appropriations among organizational components;
- B. Preparation of financial statements;
- C. Conduct of internal audits; and
- D. Identification of persons by name or position authorized to accept or disperse funds.
 - *Copy of departmental policy with the above area highlighted.*
 - *Copy of daily cash report.*

8.7 INVENTORY CONTROL

A written directive establishes procedures for inventory control of agency property, equipment, and other assets.

Copy of departmental inventory of agency equipment / property.