

Title: 5.1 Fiscal Management

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AUTHORITY AND RESPONSIBILITY:

The Chief of Police has the authority and responsibility for the fiscal management of the agency. In order to accomplish the day-to-day management of the budget, he or she is assisted by the Administrative Staff and the Secretary to the Chief. In the Chief’s absence the authority and responsibility will go to the designee appointed by the Chief.

ACCOUNTING SYSTEM:

The agency's accounting system is provided by the city’s Controller’s Office. The city operates on a purchase order system which must be authorized by the Chief of Police, purchasing agent and the common council.

Each month, the data processing office will provide a status report showing the initial appropriations and the balances in each account. This report will also show expenditures and encumbrances made during the period. The Administrative Staff and the Secretary to the Chief will keep the Chief of Police advised of problems of a fiscal matter that develops during the course of the year in their particular area. Unencumbered balances will be reported to the City Controller at the end of the fiscal year.

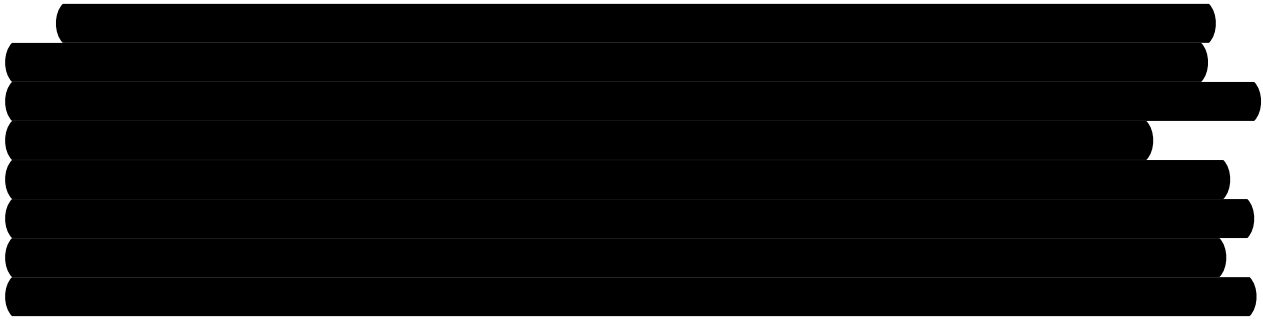
INTERNAL MONITORING SYSTEM:

A daily account of expenditures is kept by the Secretary to the Chief. This accounting is compared to the monthly report supplied by the city treasurer's office.

COLLECTING AND SAFEGUARDING CASH:

(a) PETTY CASH - [REDACTED] This money is to be used for postage, UPS shipping, and small incidental articles which are needed immediately. The Chief of Police, or the Secretary to the Chief, will maintain a log of expenditures and replenish the petty cash fund by use of the purchase order system. [REDACTED]
 [REDACTED] A receipt book will be maintained by the Chief, the Assistant Chief, or the Secretary to the Chief, for all transactions utilizing this account.

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Authority:

A handwritten signature in black ink, appearing to read 'J Boisclair', is written over the 'Authority:' label.

Joseph Boisclair
Chief of Police