


<b>POLICY TITLE: BUDGET PREPARATION</b>		<b>PAGE 1 OF 5</b>
<b>POLICY NUMBER: 2.2</b>		
<b>CHAPTER 2: FISCAL MANAGEMENT</b>		
	<b>STATE of MAINE</b> <b>DEPARTMENT OF CORRECTIONS</b>	<b>PROFESSIONAL STANDARDS:</b>  <b>See Section VII</b>
	Approved by: <u><i>Martin Magnusson</i></u> <b>Signature of Commissioner</b>	
<b>EFFECTIVE DATE:</b> <b>September 15, 2003</b>	<b>LATEST REVISION:</b> <b>March 10, 2010</b>	<b>CHECK ONLY IF</b> <b>APA [ ]</b>

**I. AUTHORITY**

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

**II. APPLICABILITY**

Entire Maine Department of Corrections

**III. POLICY**

It is the policy of the Department of Corrections to develop its operating budget to adequately support the programs of the Department in conformity with applicable state statutes and regulations, using a process that allows the Associate Commissioners to have input into budget requests for community corrections and the Chief Administrative Officers to have input into budget requests for their facilities.

**IV. CONTENTS**

- Procedure A: General
- Procedure B: Requirements for Current Services (Part I) Budget Request
- Procedure C: Requirements for Supplemental Budget Requests
- Procedure D: Requirements for Part II Budget Requests

**V. ATTACHMENTS**

None

**VI. PROCEDURES**

**Procedure A: General**

1. The Department's Service Center Director, or designee, shall ensure that all budget requests are submitted in conformity with the budget instructions provided by the Bureau of the Budget biannually to all state agencies to follow for the preparation and submission of their budget requests.
2. The Department's Service Center Director, or designee, shall distribute budget instructions for preparation of budget requests to each Associate Commissioner and Chief Administrative Officer within three (3) business days of their receipt from the Bureau of the Budget.

**Procedure B: Requirements for Current Services (Part I) Budget Request**

1. The Department's Service Center Director, or designee, shall prepare a current services budget request for the next biennium to continue the same base funding amounts for programs as appropriated in the current fiscal year (Part I budget). This request shall be submitted to the Bureau of the Budget by September 1<sup>st</sup> of the even-numbered year preceding the next biennium.
2. The only increases from the base amount that may be included in the current services budget request are:
  - a. Inflationary percentages provided for in the budget instructions from the Bureau of the Budget.
  - b. Salary increases determined allowable by the Bureau of the Budget.
  - c. Annualization of partial year anniversary increases received during the current fiscal year.
  - d. Annualization of any supplemental or partial funding received during the current year.
3. All other increases requested may only be included in a supplemental budget request or a Part II budget request.

**Procedure C: Requirements for Supplemental Budget Requests**

1. The Associate Commissioners and Chief Administrative Officers, or their designees, shall ensure that supplemental budget requests are submitted that ensure adequate support for the programs they are responsible for. A supplemental budget request may be submitted to change the funding for programs in the next biennium and must meet one of the following criteria:
  - a. A new or expanded program,

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- b. A technical error, which has a substantive effect on the funding for a program,
  - c. New data which substantially affects the funding for a program, or
  - d. An unforeseen contingency, such as a significant workload change.
2. Supplemental budget requests may be positive (additional to the base funding amount) or negative (reduction to the base funding amount).
  3. Each supplemental budget request must be clearly related to the measurable objectives of the program, with all required resources identified and costs delineated.
  4. The Associate Commissioners and Chief Administrative Officers shall submit completed, prioritized supplemental budget requests for initial review to the Service Center Director, by the date determined by the Service Center Director.
  5. Once all supplemental budget requests are submitted, the Service Center Director shall review them, ascertain if additional information is necessary, and collectively prioritize the requests for review by the Commissioner of Corrections in time for submission to the Bureau of the Budget.
  6. Supplemental budget requests shall be submitted to the Bureau of the Budget by September 1<sup>st</sup> of the even-numbered year preceding the next biennium.
  7. The Commissioner, or designee, shall meet with the Bureau of the Budget to discuss the requests, as necessary. If the Commissioner determines a request denied by the Bureau of the Budget is a high priority, the Commissioner may discuss the request with the Governor.

**Procedure D: Requirements for Part II Budget Requests**

1. The Associate Commissioners and Chief Administrative Officers, or their designees, shall ensure that Part II budget requests are submitted that ensure adequate support for the programs they are responsible for. A Part II budget request may be submitted to change the funding for programs in the current biennium and must meet one of the following criteria:
  - a. A new or expanded program,
  - b. A technical error, which has a substantive effect on the funding for a program,
  - c. New data which substantially affects the funding for a program,

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- d. An unforeseen contingency, such as a significant workload change,
  - e. An emergency.
2. Part II requests may be positive (additional to the base funding amount) or negative (reduction to the base funding amount).
  3. Each Part II request must be clearly related to the measurable objectives of the program, with all required resources identified and costs delineated.
  4. The Associate Commissioners and Chief Administrative Officers, or their designees, shall submit completed, prioritized Part II budget requests for initial review to the Service Center Director, by the date determined by the Service Center Director.
  5. Once all Part II requests are submitted, the Service Center Director shall review them, ascertain if additional information is necessary, and collectively prioritize the requests for review by the Commissioner of Corrections in time for submission to the Bureau of the Budget.
  6. Part II requests shall be submitted to the Budget Office by the due date set by the Bureau.
  7. The Commissioner, or designee, shall meet with the Bureau of the Budget to discuss the requests, as necessary. If the Commissioner determines a request denied by the Bureau of the Budget is a high priority, the Commissioner may discuss the request with the Governor.

**VII. PROFESSIONAL STANDARDS**

**ACA:**

**ACI - 4-4028**      **The institution's budget request complies with the policies, procedures, and instructions of the jurisdiction of which the institution is a part. Institution staff participate in preparing the institution's written budget request.**

**ACI - 4-4029**      **The warden/superintendent participates in budget deliberations conducted by the parent agency or the next higher level of government. This participation includes requests for funds for maintaining the institution's daily operations, financing capital projects, and supporting long-range objectives, program development, and additional staff requirements.**

**ACI - 4-4030**      **Written policy, procedure, and practice provide for budget revisions.**

**4-ACRS-7D-18**      **The facility prepares an annual written budget of anticipated revenues and expenditures that is approved by the appropriate governing authority.**

**4-ACRS-7D-19**      **The facility administrator participates in budget reviews conducted by the governing board or parent agency.**

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- 4-ACRS-7D-20**      **There is a budgeting and accounting system that links program functions to the resources necessary for their support.**
- 4-JCF-6B-03**      **The facility administrator and staff prepare an annual budget of anticipated revenues and expenditures that is approved by the governing authority. The administrator participates in budget deliberations conducted by the parent agency. Budget requests include the following:**
- 1. Daily operations**
  - 2. Program development**
  - 3. Staff training**
  - 4. Preventive maintenance**
  - 5. Capital projects**
- 4-JCF-6B-04**      **Provisions exist for budget revisions.**

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