



AD10

BUDGET PROCESS

AD10

Effective Date: 20 August 1997
Revised Date: 14 March 2012
Last Reviewed Date: 09 August 2016

POLICY

1. The Delta Police Board is responsible for reviewing and approving the annual budget of the Delta Police Department (“Department”).
2. Supervisors of sections or functions will prepare written recommendations to develop the Department’s budget:
 - a) derived from operational and program analyses;
 - b) addressing current and anticipated staffing requirements; and
 - c) including rationale based on operational and activity analysis, and the strategic goals of the Department.

REASON FOR POLICY

3. To provide for a consistent budget process that includes preparation, submission, review, adjustment, approval, implementation, modification and evaluation.
4. To provide an integrated system of accountability that links program functions and activities to the costs necessary for their support.

PROCEDURES

5. The Department’s budget is administered in conjunction with guidelines set by the City of Delta. The Finance Manager is responsible for the police budget submission and its daily application and administration.