

STATE OF VERMONT
AGENCY OF HUMAN SERVICES
DEPARTMENT OF CORRECTIONS

Policy: 201

Subject: Fiscal Management

Effective Date: April 2, 1980

Review and Re-Issue Date:

Supersedes: NEW

APA Rule Number:

Recommended for approval by:		Authorized By:	
_____ Signature	_____ Date	_____ Signature	_____ Date

1. Authority:

1.1

2. Purpose:

2.1 OBJECTIVES

2.1.1 To promote effective and efficient programs through management of resources.

2.1.2 To establish a management system which focuses on achieving results through long range planning, goal setting and budget preparation.

3. Applicability/Accessibility

3.1 All Department of Corrections personnel

4. Policy

4.1 INTRODUCTION

4.1.1 Sound correctional administration requires thorough understanding and effective and efficient management of all resources. Resources include funds, staff, buildings, clientele, equipment, volunteers, other state services and the community setting itself.

4.2 POLICY DESCRIPTION

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- 4.2.1** The Agency of Human Services coordinates a long range planning process which provides the framework for the management cycle for the Department of Corrections. This long range planning process is compatible with the biennial budget cycle as directed by the State Agency of Administration.
- 4.2.2** Actual administrative practices and controls for resource management are generally determined by procedures established by the Agency of Administration through the use of bulletins and memoranda. These bulletins and memoranda are generated and supported by directives from the various departments of the Agency of Administration and the Agency of Human Services. Resource areas covered in these bulletins include purchasing, inventory control, insurance, personnel records and payrolls. Accounting techniques used must be conducted in accordance with commonly accepted business practices and state and federal regulations.
- 4.2.3** Department Division Heads, Facility Superintendents and Adult Field Service District Managers will participate in fiscal planning, budget preparation and development and program systems. They will also be responsible for ensuring that their work units comply with the above practices, memoranda and bulletins.
- 4.2.4** The Department Business Manager is responsible for providing support services such as guidance, training, and monitoring of all fiscal management practices, as well as establishing useful dissemination of information regarding all such practices, memoranda and bulletins, and for organizing a fiscal administrative manual for the use of Department managers which includes needed Agency and Department bulletins and instructions.
- 4.2.5** All Department work units will fully comply with any state audit requirements.

5. Training Method

5.1

6. Quality Assurance Processes

6.1

7. Financial Impact:

7.1

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8. References

28 VSA, Sec. 601

28 VSA, Sec. 101, 102

3 VSA, Sec. 2281,4001

9. Responsible Director and Draft Participants