


POLICY 127.2	MAINTENANCE OF AN ALLOTMENT SYSTEM	
	REVISSED: 2/98, 03/02, 11/07, 08/11	RELATED POLICIES:
	CFA STANDARDS: N/A	REVIEWED: 07/01, 11/07, 08/11

A. DEFINITION:

Allotment System: The method by which the budget is distributed to the various functioning units of the Police Department.

B. BUDGET PREPARATION:

During budget preparation, the Department is provided an allotment of funds (core), which will be available for the upcoming budget year. The core figure includes:

1. salary and benefits per contract negotiations;
2. a budget equal to previous year expenditures for other compensations (overtime, standby, upgrade, termination, etc.); and
3. a budget equal to previous year expenditures for operating expenses.

The core figure does not include budget for equipment.

C. BUDGET REVIEW:

1. The Budget Coordinator meets with each individual unit and reviews the operating expense budget to determine if budgets need to be rearranged to cover increases in contract pricing, etc. Any requests for funding above the total core are submitted for consideration on B-7 forms.
2. The Chief, Assistant Chiefs, and Budget Coordinator review and prioritize the B-7 requests. These requests are submitted to the Budget Office as B-7 requests above the core. They are reviewed by the City Manager for approval.