



POLICY MANUAL

Daily Operations - Reports

Budget Submittals

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Book Chapter Subject

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3.0 Purpose: Establish Guidelines On Budget Submittals.

3.01 Scope: All Fire Department Personnel.

3.02 **GOAL**

To assure orderly, complete development of the annual Fire Department fiscal year budget.

3.03 **BUDGET CALENDAR**

Budget calendars and budget instructions shall be distributed by November of each year. This will begin the annual budget process in order to assemble, review and prepare justifications for specific budget items and to review and establish budget priorities.

3.04 **BUDGET RESPONSIBILITY**

Each Officer is responsible for submitting budget requests relating to the assigned area of responsibility and reviewing budget requests by other Department members that relate to these assigned areas of responsibility.

Any member can submit and is encouraged to make budget requests. Any member submitting a budget request in another member's area of responsibility shall have that person review and comment prior to submitting the request to your Battalion Chief.

All Officers shall review and initial any requests made by Personnel working for them.