



***WEBER COUNTY SHERIFF'S OFFICE***  
**POLICY AND PROCEDURES**  
**BUDGET DEVELOPMENT**

EFFECTIVE DATE: 10/07/03  
 AMENDS/SUPERCEDES:  
 STANDARD NUMBER: 17.2.1

REVIEW DATE: 08/21/08  
 REVISION DATE: 08/21/08  
 APPROVED: \_\_\_\_\_

Sheriff Signature

### **12.2.1 Purpose**

The purpose of this policy is to describe the internal budget process and assign responsibility for the budget preparation and management within the Sheriff's Office.

### **12.2.2 Rationale**

The Sheriff's Office must comply with specific budget process requirements set by the County; however the Office should determine the methods that work best to meet these deadlines and procedures.

### **12.2.3 Policy**

- A. Upon receipt of the County Commission's directive, the Sheriff/designee will notify the Chief Deputies when to begin preparation of the following year's budget.
- B. The Division Chiefs will request input from the employees and supervisors regarding programs and projected expenditures for the new budget.
- C. Each budget program proposal will include a detailed justification including all anticipated costs such as: supplies, support equipment, maintenance, operations and/or purchase costs, and related items. Salary projections are made by the agency Finance Section, with assistance from the Weber County Human Resource Department and Clerk-Auditor's Offices.
- D. Additional item requests and line item increases for the upcoming budget year should be prioritized and include a justification for submittal.
- E. Specific instructions and guidelines for the particular budget year's preparation will be issued by the County Commission Office.
- F. The Office Finance Manager will be responsible for the final draft of the proposed budget, under the direction of the Sheriff.