



WEBER COUNTY SHERIFF'S OFFICE

POLICY AND PROCEDURES

FISCAL AUTHORITY AND RESPONSIBILITY

EFFECTIVE DATE: 10/07/03
 AMENDS/SUPERCEDES:
 STANDARD NUMBER: 17.1.1

REVIEW DATE: 08/21/08
 REVISION DATE: 08/21/08
 APPROVED: _____

Sheriff Signature

12.1.1 Purpose

The purpose of this policy is to designate the authority and fiscal management of the Sheriff's Office.

12.1.2 Rationale

As the chief executive officer of the agency, the Sheriff should have the ultimate accountability over all fiscal matters of the Sheriff's Office.

12.1.3 Policy

- A. The Sheriff has the ultimate authority and responsibility for the fiscal management activities of the Weber County Sheriff's Office. The primary areas of fiscal responsibility bestowed upon the Sheriff include fiscal planning, budget preparation and presentation, and fiscal control.
 1. Due to the dynamics of Office budgetary needs and external budgetary influences, the Sheriff or his/her designee, at the County Commissions request which includes budget criteria, will annually issue specific budget proposal guidelines and deadlines. The Commission request is issued in or about August of each year and guidelines will be issued prior to the budget preparation period.
- B. Bureau commanders shall participate in the annual budget development process and will monitor and supervise expenditures within their respective components.