

 Pennsylvania Board of Probation and Parole	Volume III Chapter 2 Procedure 2.02.02	Date Revised: Replaces 9.1.1.2 1/16/01, 12/12/03
Chapter Title ADMINISTRATIVE SERVICES		Date of Issue 3/12/12
Subject BUDGET DIVISION - BUDGET		Effective Date 3/26/12 PUBLIC

I. AUTHORITY

The chairman of the board is granted the authority to “[d]irect the operations, management and administration of the board” and to “[p]erform all the duties and functions of chairperson, including organizing, staffing, controlling, directing and administering the work of the staff.” 61 Pa.C.S. § 6112 (a)(1) & (a)(4).

II. PURPOSE

The purpose of this chapter is to familiarize the reader with a very general overview of the budget process in the Commonwealth of Pennsylvania.

III. APPLICABILITY

This procedure is applicable to all Board employees specifically the Budget Division.

IV. DEFINITIONS

The Commonwealth of Pennsylvania uses a budget cycle, which consists of budget preparation, legislative hearings, and rebudget. The process produces an appropriation, which is an amount of money that may be spent in a given fiscal year. The Commonwealth's fiscal year is a twelve-month period commencing on July 1 and terminating on June 30.

V. POLICY

None Applicable

VI. PROCEDURE

- A. The Governor's Office of the Budget issues instructions on the preparation of an agency's budget request. After the budget is submitted, the Governor's Office analyzes the request and makes recommendations to the Legislature. The Legislature holds hearings and determines the level of funding per appropriation. Agencies then prepare through the rebudget process a spending plan for the amount that was appropriated by the legislature for the fiscal year.

- B. Throughout the year as appropriations are spent, both the agency and the Governor's Office (through both the Budget and Comptroller's Office) monitor the expenditures.
- C. The Budget Division is ultimately responsible for the assembling, printing and dissemination of the various documents. Input is requested from Board program personnel and administrative areas.

VII. SUSPENSION DURING AN EMERGENCY

This procedure may be suspended during an emergency at the sole discretion of the Chairman.

VIII. RIGHTS UNDER THIS PROCEDURE

This procedure creates no right under law.

IX. RELEASE OF INFORMATION AND DISTRIBUTION OF PROCEDURE

- A. This procedure does not contain information that impacts the security of Board staff or parolees and may therefore be released to the public.
- B. This procedure is to be distributed to all Board staff.

X. CROSS REFERENCES

A. Statutes

1. Federal

None.

2. State

a. **61 Pa.C.S. § 6112**

b. Article VI of the Administrative Code of 1929, as amended.

B. Board Policies

None.

C. American Correctional Association Standards

1. 4-APPFS-3D-24

2. 4-APPFS-3D-21

D. Management Directives

None.

D. Other

None.