

	<b>DEPARTMENT OF CORRECTIONS AND REHABILITATION</b> <b>CORRECTIONS ADMINISTRATION</b> <b>POLICY AND PROCEDURES</b>	<b>EFFECTIVE DATE:</b> January 01, 2024	<b>POLICY NO.:</b> COR.02.09
		<b>SUPERSEDES (Policy No. &amp; Date):</b> 493.02.09 of March 7, 1986	
	<b>SUBJECT:</b> <b>BUDGET, PREPARATION GUIDELINES FOR</b>		Page 1 of 4

## 1.0 PURPOSE

To provide guidelines and schedules for Biennium and Supplemental budget requests and to delineate responsibilities for budget preparations within the Correctional Divisions.

## 2.0 SCOPE

This policy will apply to all Branch, Offices, and personnel who have responsibilities in the preparation of budgetary requests for Corrections Division or any of its elements.

## 3.0 REFERENCES, DEFINITIONS & FORMS

### .1 References

- a. DSSH P&P, 6.3.1, 01
- b. Hawaii Revised Statutes, Chapter 37

## 4.0 POLICY

It is the policy of the Corrections Division that each Branch and Office shall:

- .1 Submit budget requests based on prudent fiscal considerations.
- .2 Submit accurate and justifiable budget request commentary.
- .3 Submit such requests in accordance with established time schedules.

## 5.0 PROCEDURES

### .1 Responsibilities

- a. Corrections Division Assistant Administrator
  1. Ensure the dissemination is made of required budgetary instructions and guidelines. Dissemination will be to each Branch/Office Administrator.
  2. Review, coordinate, and supervise Branch/Office budget preparations.

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3. Assist CDA in Divisional budget hearings.
- b. Staff Service Office
1. Compile and disseminate budgetary information, instructions, and guidelines to Branches/Offices.
  2. Review Branch/Office budget requests for accuracy and content.
  3. Request assistance and/or coordination from PPO in the review and compilation of Branch/Office budget requests.
  4. Compile requests of Branch/Office into proper order and proper form for presentation to CDA for review.
  5. Assist CDA during Divisional budget hearings.
  6. Finalize CD budget for submittal to ADS Budget.
- c. Branch/Office Administrators
1. Disseminate budget information, instructions, and guidelines to subordinates.
  2. Discuss budget requests with subordinates and solicit input on Branch/Office needs.
  3. Ensure that a complete and justifiable narrative is submitted for each budget item request made.
  4. Ensure that statistical data accompanying a request is current, accurate and verifiable.
  5. Review and finalize Branch/Office budget requests.
  6. Submit budget requests in proper order of priority for each established category.
  7. Submit budget requests to SSO in accordance with established procedures and timetables.

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d. Program Planning Office

1. Assist SSO, as requested and as needed, with review of accuracy and substantiality of content of Branch/Office budget requests.
2. Assist SSO, as requested and as needed, in the compilation and finalization of Branch/Office budgetary requests for presentation to CDA.

.2 Timetables

Although the process of budget preparation is a year-round requirement, there are specific time guidelines which will make the preparation and presentation of the finished product more expeditious for any administrator.

The following timetable guidelines relative to budgetary preparation periods will be adhered to by CD Administrators and staff. These periods apply whether preparation is for the Biennium budget (Even years) or for supplemental requests (Odd years).

a. Branch/Office Administrators

January to April of each year

1. Analyze needs for the coming biennium or supplemental budget, as the case may be.

What has to be done over the next two years? What will it require in terms of additional personnel, equipment, capital improvements, supplies or special needs such as contracted services?

Have circumstances changed relative to present operations and services? Have increased populations or programs outgrown the capability to manage in terms of present fiscal and personnel levels? Is there a need for additional funds just to maintain present operations and services?

2. Gather data, statistics, and facts for justification material for budget requests.
3. Prepare drafts of budget requests for study and review.

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May of each year

1. Based on analysis conducted during previous months, prepare final budget requests with particular care to assure that budgetary requests are reasonable and include justifiable narrative content, accurate and current statistical data, and are in proper format.

First Week of June

1. Submit budget requests to SSO.
- b. Staff Services Office

January to May of each year

1. Assist Branch/Office Administrators with guidance, information, and instructions as needed.
2. Disseminate to Branch/Office Administrators specific information and instructions on format for the year's budget requests. Highlight any additions/amendments from previous formats and procedures.

June/July of each year

1. Finalize CD budget requests for submittal to ADS Budget.
- c. Program Planning Office
- Assist SSO in meeting their time schedules.

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