

CITY OF BALLWIN
POLICE DEPARTMENT

GENERAL ORDER 08-02

EFFECTIVE: JANUARY 14, 2015

CANCELS:

TO: ALL PERSONNEL

INDEX AS: FISCAL MANAGEMENT
BUDGET
PURCHASING
ACCOUNTING

SUBJECT: FISCAL MANAGMENT

I. PURPOSE

The purpose of this General Order is to identify the policies and procedures used by this Department to manage the different aspects of fiscal control. In most cases, these policies are dictated by City of Ballwin ordinance or other city Finance Department directives.

II. BUDGET

The Ballwin Police Department budget is prepared annually based on the city's fiscal year running from January 1 to December 31, by the Commander of Administration and Operational Support and reviewed by the Chief of Police and City Administrator. The final completed budget for all city departments is approved by the Board of Aldermen. The policies for budget preparation are found in the city's official policy manual under Chapter 4, "Budgeting".

III. ACCOUNTING

The accounting system for the City of Ballwin is Logos.Net by New World. The system has a web-based interface allowing managerial departmental staff at all city locations access. Ultimate responsibility for reporting resides with the Finance Officer who generates detailed budget to actual comparison statements on a monthly basis.

The City's Finance Officer publishes a Monthly Financial Report detailing:

- The initial appropriation for each account.
- Amendments to appropriations.
- Year to date encumbrances.
- Expenditures made during the period.
- Unencumbered balances.

Significant variances from budget and/or prior periods are investigated by the Finance Officer. The detailed budget to actual comparison statements are provided to the Mayor, Board of Alderman, City Administrator and Department Heads on a quarterly basis.

IV. FISCAL RESPONSIBILITY

- A. INDEPENDENT AUDIT - The Finance Officer, in accordance with RSMo 105.145, shall provide for an independent audit of all the financial transactions and accounts of the City to be made at the close of each fiscal year. Such audits will be conducted by a certified public accountant who shall submit a report to the City each year.

- B. INTERNAL MONITORING – Purchases under \$1,000 are initially approved by the Supervisor of the Community Affairs Unit or the Commander of Administration and Operational Support, and are then routed to the Chief of Police for approval. Purchases in excess of \$1,000 must also be approved by the City Administrator. The Chief of Police and the Commander of Administration and Operational Support have permissions within the accounting system to view detailed account activity to monitor spending within the Police Department. The City Finance Department verifies that segregation of duties and authorization controls are functioning as designed. Such internal monitoring serves to provide pertinent information for determining whether established internal control procedures are being administered effectively and for evaluation of performance of staff responsibilities for fiscal management functions.

V. PURCHASING

All Department purchasing is conducted in conformance with existing city ordinance governing all city purchases including emergency purchases. These ordinances, Sec. 2-4.1 through Sec. 2-4.9 can be found in the City of Ballwin Code of Ordinances.

BY ORDER OF: Chief Steven Schicker 1/14/15
Steven Schicker, Chief of Police Date

ATTESTED BY: Robert Kuntz 2/4/15
Robert Kuntz, City Administrator Date

cc: City Attorney

MPCCF REFERENCE

8.1, 8.2, 8.3, 8.4, 8.7, 8.8

GENERAL ORDER 08-06
INVENTORY CONTROL
PAGE 3

cc: City Attorney

MPCCF REFERENCE

8.6,

CITY OF BALLWIN
POLICE DEPARTMENT

GENERAL ORDER 08-09

EFFECTIVE: JANUARY 15, 2015

CANCELS: GENERAL ORDER 16-4

TO: ALL PERSONNEL

INDEX AS: GRANT MANAGEMENT

SUBJECT: GRANT MANAGEMENT

I. PURPOSE

The purpose of this General Order is to establish a procedure for the management of all agency grants. This includes identifying who is responsible for the maintenance of the grants and grant records in accordance with the requirements of the grantor.

II. PROCEDURE

The Ballwin Police Department applies for many different types of grants, including purchasing grants for equipment and traffic grants which provide funding for officers to work overtime. This also includes grants requiring matching funds. All grant applications must be reviewed and approved by the Chief of Police or his designee, prior to submission. Those grant applications requiring City of Ballwin approval shall be submitted to the City Administrator for final review and approval.

- A. The supervisor of the unit applying for the grant will serve as the grant coordinator for that grant unless advised otherwise by the Chief of Police or his designate.
- B. All grant maintenance and management will be that supervisor's responsibility until the grant is complete unless advised otherwise by the Chief of Police or his designate.
- C. Copies of the grant award and monthly reimbursement reports shall be submitted to the city's Finance Department.
- D. Upon the final conclusion of each grant, the grant coordinator will transfer the complete grant package with all relevant records and documentation to the Commander of the Bureau of Administration and Operational Support. Storage of grant records, per the requirements of the grantor and Missouri Records Retention will be the responsibility of the Bureau of Administration and Operational Support.

BY ORDER OF: Chief Steven Schicker 1/15/15
Steven Schicker, Chief of Police Date

ATTESTED BY: Robert Kuntz 1/29/15
Robert Kuntz, City Administrator Date

cc: City Attorney

MPCCF REFERENCE

8.9,