

 KENTUCKY PAROLE BOARD Policies and Procedures	Policy Number	Total Pages
	KYPB 02-00	1
	Date Filed	Effective Date
	N/A - Internal	June 13, 2011
References/Authority ACA Standards 2-1029 through 2-1033; KRS 12.020, 12.040, 48.005, 48.010, 48.020, 48.030, 48.050	Subject FISCAL MANAGEMENT	

I. POLICY and PROCEDURE:

- A. The Office of the Kentucky Parole Board shall operate as efficiently and frugally as possible. The Kentucky Parole Board shall be good stewards of the taxpayer's dollars.
- B. The Chairperson of the Parole Board shall request input from members in preparing budget requests.
- C. Budget
 - 1. The Office of the Parole Board shall have a clearly defined budget.
 - 2. The Parole Board shall assure compliance with the state regulations governing purchasing and travel.
- D. Budget Requests
 - 1. The Chairperson shall collaborate with the other Parole Board Members at the beginning of the budget cycle to assure a detailed budget request with justification is presented on behalf of the Board.
 - 2. The Chairperson shall request input from members and staff in the preparation of the budget request.
- E. The Chairperson shall collaborate at the end of the budget cycle to finalize the budget closing package.
- F. The Chairperson shall participate in the legislative budget allocations subject to the general rules and regulations that apply to all state agencies.