

<b>POLICY OF</b> <b>STATE OF DELAWARE</b> <b>DEPARTMENT OF CORRECTION</b>	<b>POLICY NUMBER</b> 12.1	<b>PAGE NUMBER</b> 1 of 1
	<b>RELATED ACA STANDARDS:</b> 2-CO-1B-01; 2-CO-1B-02; 2-CO-1B-03; 2-CO-1B-04	
<b>CHAPTER: 12 Central Business Office</b>	<b>SUBJECT: DEPARTMENT BUDGET</b>	
<b>APPROVED BY THE COMMISSIONER:</b>  9/3/14		
<b>EFFECTIVE DATE:</b>		
<b>APPROVED FOR PUBLIC RELEASE</b>		

**I. AUTHORITY:** 11 *Del. C.* §6517. 29 *Del. C.* §8903, §8911

**II. PURPOSE:** To authorize preparation of the Department budget.

**III. APPLICABILITY:** All Department employees, persons or organizations conducting business with the Department.

**IV. DEFINITIONS:** None

**V. POLICY:** It is the policy of the Department of Correction that the Commissioner shall be responsible for the preparation of a budget adequate to support the administration and operation of the Department.

At the direction of the Commissioner, each Bureau Chief/section manager and other designated persons will participate in budget development and may assist in budget presentations. The Chief of Administrative Services, with the approval of the Commissioner, shall submit budget revisions according to the guidance provided by the Office of Management and Budget. The Department's final budget each fiscal year is identified in the annual budget act approved by the Delaware Legislature.