


NORTHAMPTON POLICE DEPARTMENT Administration & Operations Manual		
Policy: Fiscal Management and Budget Preparation		AOM: A-110
Massachusetts Police Accreditation Standards Referenced: [17.2.1 & 17.2.2], [17.4.1], [17.4.1.a], [17.4.1.b], [17.4.1.c], [17.4.1.d], [17.4.3], [17.3.1], [17.3.1.d], [17.3.1.b], [17.4.2.c], [17.3.1.a]		Issuing Authority <hr/> Jody Kasper Chief of Police
Dissemination Date: 10/13/1998 Effective Date: 11/01/1998	Amended: 11/99, 9/00, 3/05, 9/13, 10/16, 9/18, 9/23 Reviewed: 3/03, 3/05, 3/07, 9/08, 9/13, 9/15, 10/16, 9/17, 9/18, 2/20*10/21, 9/23	

Table of Contents

I. Introductory Discussion	1
II. Fiscal Authority.....	2
III. Budget Preparation [17.2.1 & 17.2.2]	2
IV. Account Control Procedures/Federal Single Audit Act [17.4.1]	3
V. Independent Audit Procedures [17.4.3].....	3
VI. Purchasing Procedure [17.3.1]	3

I. Introductory Discussion

This directive provides guidance relative to budgeting and accounting procedures within the Police Department. Since the Police Department is a component of a larger governmental organization, accounting practices and procedures shall be consistent with those of the municipal authority, as well as those of the Commonwealth.

II. Fiscal Authority

In accordance with state requirements, the fiscal year shall run from July 1st of one year to June 30th of the next year.

Upon approval of the budget by the Mayor and the City Council, the Chief of Police shall have authority and responsibility for the management of the department budget,

and shall ensure that fiscal management procedures are consistent with the provisions established by the City of Northampton.

III. Budget Preparation [17.2.1 & 17.2.2]

Prior to June 30th of each year, all Shift and Bureau Commanders shall be requested to provide itemized written estimates and recommendations for any budgetary needs; above and beyond normal operating costs, for the upcoming fiscal year. Officers in charge of supplies, communications, traffic unit, and firearms/firearms training shall also provide written budget recommendations for anticipated costs above and beyond normal operating costs.

1. Recommendations shall be based upon an analysis of operations, activities, and anticipated needs of the component for the upcoming fiscal period.
2. Consideration shall be given to expenditures that may be necessary to achieve unit goals and objectives, including capital purchases and future personnel needs. Presently assigned positions and programs should be considered to ensure that they continue to be necessary and appropriate to agency operations.
3. The appropriate Division Commander shall review budgetary requests. Requests shall be considered by the Chief of Police and Command Staff during final agency budget preparation.
4. The Chief of Police shall manage the yearly fiscal budget, and with the assistance of the Command Staff will prepare the annual departmental budget, in addition to; submitting the recommended budget to the City's Finance Director on or before the date specified by such director.

IV. Account Control Procedures/Federal Single Audit Act

[17.4.1]

- A. All purchases, disbursements, and receipts of the police department, shall be processed in accordance with city and municipal accounting and procurement requirements.
- B. At the beginning of the fiscal year, and on an ongoing basis thereafter, the City Auditor's office electronically provides the police department with its budgetary accounts information as follows:
 1. Initial appropriation for each account or program. [17.4.1,a]
 2. Balances on an ongoing basis. [17.4.1,b]
 3. Ongoing Expenditures and encumbrances made during the period. [17.4.1,c]
 4. Unencumbered balances. [17.4.1,d]
- C. In addition to information electronically provided by the city auditor's office, the Office of the Chief of Police shall prepare and submit to the City Auditor on a regular basis, an accounting of all deposits and expenditures from each budgetary account.

V. Independent Audit Procedures [17.4.3]

The Federal Single Audit Act requires the annual audit of the City budget, inclusive of all departments within the City, including that of the Police Department. Audits shall be conducted as established by such Act.

VI. Purchasing Procedure [17.3.1]

A. The Department Procurement Officer is generally responsible for the purchase of equipment, supplies, goods and services, necessary for the operation of the Police Department.

1. Any employee wishing to purchase equipment, supplies, goods or services, must make a written or verbal request to the Department Procurement Officer or Chief of Police. No purchase shall be made without prior authorization except that the purchase of supplies or services of a value less than \$10,000 can be made through the use of best business practices by the following authorized persons (see various departmental job descriptions):

- a. Supply Supervisor or another employee upon their authorization; and
- b. Supervisor of Records.
- c. Fleet Supervisor.

2. Additionally, emergency purchases of normal operational supplies of a value under \$1,000 can be authorized by a Shift Commander or Officer-in-Charge with notification being made to the Department Procurement Officer.
[17.3.1,d]

3. Purchase Orders can be obtained from the Department Procurement Officer or Chief of Police.

B. Purchasing of agency equipment and supplies shall be in accordance with the procurement requirements set forth in M.G.L. Ch. 30B and the Northampton City Ordinances that provides for:

1. Bidding procedures. [17.3.1,b]
2. Criteria for the selection of vendors and bidders. (see [AOM A110.a Uniform Procurement Act Procedures](#)); and [17.3.1,c]
3. Requirement for contracts.

C. State regulations or city ordinance provide for the following procedures relative to City purchasing requirements: [17.3.1,b]

1. A purchase of under \$10,000 may be made at the discretion of the Chief of Police, Departmental Procurement Officer, or their designees.
2. A purchase of \$10,000 or more, but less than \$50,000, requires an informal competitive bidding procedure involving the obtaining and recording of a minimum of three (3) quotes. Such purchases can be authorized by the Chief

of Police, the Departmental Procurement Officer, or their designees.

[17.4.2,c]

3. Under circumstances where there is a single source provider for a product or service and the value of such is under \$50,000, the city's Chief Procurement Officer can issue a "sole source procurement authorization".
4. A purchase of \$10,000 or more requires a contract with the vendor signed by the Chief of Police or their designee.
5. A purchase of \$50,000 or more requires a formal, competitive bidding process. The City of Northampton's Chief Procurement Officer is responsible for the implementation of all bidding and contracting procedures, and for the approval of all bid specifications, invitations for bid, and requests for proposals for the procurement of supplies and services valued over \$50,000.
6. Purchases under existing state or collaborative contracts, under which the city is eligible to participate, can be made, including those of \$50,000 or more, without the requirement for informal or formal competitive bidding. A state or collaborative contract precludes the need for a contract for purchases of \$10,000 or more.

D. Written Specifications [17.3.1,a]

Standard purchases of supplies or services in the amount of \$10,000 or more require written specifications detailing the specific description of the supply or service needed, such as brand, model number and any other descriptive information.

1. In the case of expenditures in the amount of \$10,000 or more, but less than \$50,000, written specifications must be included on a *Bid Record Sheet* or an attachment thereto.
2. In the case of expenditures of \$50,000 or more, formal specifications are required and must be included as part of the award contract.
3. The Department Procurement Officer must approve all written specifications.