

ILLINOIS STATE POLICE DIRECTIVE ADM-117, BUDGET/APPROPRIATIONS

RESCINDS: ADM-117, 2015-063, revised 09-01-2015.	REVISED: 02-01-2022 2022-018
RELATED DOCUMENTS: Financial Regulations Outline of State Accounting	RELATED CALEA STANDARDS (6th Edition): 17.2.1, 17.2.2, 17.3.1

I. POLICY

The Illinois State Police (ISP) will prepare the departmental budget.

II. DEFINITIONS

II.A. Appropriation - the procedure by which the Illinois General Assembly, in the regular or special session, specifies the purposes for which monies of the state may be expended and sets the maximum amount for each purpose.

II.A.1. Continuing appropriation - made effective immediately and available for expenditure(s) in the succeeding year(s).

II.A.2. Regular appropriation - made for each fiscal year.

II.A.3. Supplemental appropriation - made when the regular appropriation has been exhausted.

II.B. Budget - the plan offered to the legislature as a means for sustaining, through appropriations and revenue measures, the Department's business for a fiscal year. The Deputy Directors are responsible for the submissions from their respective divisions by cost center.

II.C. Lapse period – the time following the conclusion of the fiscal year during which financial transactions for the most recently completed fiscal year continue to be processed. Generally, this period is the two months following the end of the State's fiscal year (June 30th).

III. PROCEDURES

III.A. The Office of Finance (OOF), Budget Section issues instructions and the Divisions complete requests for funding of operational needs by cost center. The Budget Section will supply the Legislature with the Departments compiled request by completing the Illinois State Legislature Forms.

III.B. After the Illinois General Assembly passes appropriation bills and the Illinois Governor approves the bills, they are filed with the Illinois Secretary of State who furnishes the Illinois Comptroller with a copy of each bill. Thereafter, the Illinois Comptroller issues a list of accounting code numbers to use for the appropriations and publishes a listing entitled "Appropriations," which presents a condensed copy of all the appropriation bills.

| Indicates new or revised items.

-End of Directive-