



Successful Youth • Strong Leaders • Safer Communities

POLICY

SUBJECT: Accounting, Fiscal Responsibility, and Budget

NUMBER: MGT-621-14

APPLICABLE TO: All staff

APPROVED: _____ /s/ signature on original

Sam Abed, Secretary

DATE: _____ 10/7/2014

I. POLICY

It is the policy of the Department of Juvenile Services (DJS or Department) that procedures for the internal control and monitoring of fiscal matters be designed to further the goals of the Department while ensuring compliance with statewide accounting and budgeting procedures and directives in accordance with applicable laws and regulations. All DJS staff shall comply with management standards, policies, and procedures established by the Department of Budget and Management, State Treasurer's Office, Comptroller's Office, and other units of State government as appropriate.

II. AUTHORITY

- A. MD. Code Ann., Hum. Srvs., §§ 9-203, -204, -208, -222(b), -228, -246.
- B. COMAR 21.02.07
- C. COMAR 21.05.07
- D. Comptroller of Maryland, General Accounting Division: Accounting Procedures Manual for the Use of State Agencies
- E. R*STARS Quick Reference, System Management, Data Entry, and Report Guides
- F. FMIS Accounting and Purchasing User Procedures Manual
- G. FMIS Internal Control and Security Policy and Procedures Manual
- H. Board of Public Works Advisory 1998-1, Corporate Purchasing Card
- I. American Correctional Association (ACA) Standards, 4-JCF-6B-03 and 4-JCF-6B-07

III. DIRECTIVES/POLICIES RESCINDED

- A. Petty Cash Reimbursement, 01.02.11
- B. Fiscal Responsibility & Budget, 02.02.01
- C. Accounting for Appropriations & Expenditures, 02.02.02
- D. Juvenile Fund Accounts, 02.02.03
- E. Internal Control of Monitoring and Accounting Procedures, 02.02.04

IV. FAILURE TO COMPLY

Failure to comply with the Department's Policy and Procedures shall be grounds for disciplinary action up to and including termination of employment.

V. STANDARD OPERATING PROCEDURES

Standard operating procedures are attached.

VI. REVISION HISTORY

DESCRIPTION OF REVISION	DATE OF REVISION
New policy issued, consolidating, updating and modernizing accounting policies and	October 2014
Revised procedures to comply with ACA Standards: <ul style="list-style-type: none">• Superintendent submit budget requests to CFO	February 26, 2018
Modified section D and referenced new policy for Youth Fund Accounts.	October 1, 2018



PROCEDURES

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APPLICABLE TO: All staff

APPROVED: _____ /s/ signature on original

Lynette Holmes, Deputy Secretary

REVISION DATE: _____ 10/2/2018

I. PURPOSE

The purpose of these procedures is to implement the Department's policy to ensure appropriate fiscal management and accountability in the administration of the DJS.

II. DEFINITIONS

Money includes currency, coins, checks or bank drafts.

III. PROCEDURES

A. **General Accounting Procedures**

1. All Departmental accounting procedures shall be conducted in accordance with procedures, directives, regulations, or other authoritative guidelines promulgated by the Comptroller of the Treasury and other units of State government as applicable.
2. Internal audits shall be conducted pursuant to the *Audit Policy* and associated Office of the Inspector General Internal Audits Unit Standard Operating Procedures.
3. All DJS staff shall cooperate fully with internal and external audits conducted in accordance with law.
4. The DJS Chief Financial Officer (CFO) or designee may develop and promulgate internal procedures and documentation requirements necessary to implement appropriate policies, regulations, or other authoritative guidelines in accordance with this subsection.

B. **Accounts Payable**

1. All accounting personnel shall process invoices in a uniform manner and in accordance with applicable FMIS policies, procedures, and security requirements.
2. The CFO or designee may promulgate internal procedures and documentation requirements necessary to implement appropriate procedures, regulations, or other authoritative guidelines in accordance with this subsection.

C. General Budgeting Procedures

1. The CFO or designee and appropriate fiscal staff shall work cooperatively with the Department of Budget and Management in accordance with applicable operating and capital budget submission requirements.
2. Coordination of the budget process with the legislative branch is a collaborative internal effort in accordance with the *Legislative Session Policy and Procedures*.
3. The CFO or designee may promulgate internal procedures and documentation requirements necessary to implement appropriate policies, regulations, or other authoritative guidelines in accordance with this section.
4. As requested by the CFO for preparation of the annual budget, Superintendents and fiscal staff shall prepare an annual request for anticipated expenditures which shall include:
 - a. Daily operations;
 - b. Program development;
 - c. Staff training;
 - d. Preventive maintenance; and
 - e. Capital projects.
5. Every quarter, Fiscal Services Chief in the region shall meet with Superintendents and Regional Directors in their respective regions and review expenses and monitor budgets. Fiscal Services Chiefs shall provide written reports that show the budget, actual expenses, and variances. The Fiscal Services Chiefs, Superintendents, and Regional Directors shall collectively work on an action plan to address any variances.

D. Youth Fund Accounts

DJS fiscal staff shall collect, deposit, control, and account for all money received from or on behalf of DJS youth who are in the custody or under the supervision of the Department in accordance with the *Youth Fund Accounts Policy and Procedures*.

E. Working Fund/Petty Cash Procedures

1. The CFO or designee shall promulgate internal working fund and petty cash procedures and documentation requirements necessary for proper and uniform administration of the respective funds.
2. Working fund accounts shall be used for emergency cash purchases in nominal amounts and travel or emergency payroll advances under certain circumstances only.

F. Receipts

1. This subsection applies to Departmental receipts of money other than youth fund account receipts.
2. The CFO or designee may promulgate internal procedures and documentation requirements necessary to implement appropriate procedures, regulations, or other authoritative guidelines for the receipt of

- money in accordance with this policy.
3. The *Restitution Collection Policy and Procedures* shall govern the collection and disbursement of restitution payments.

IV. RESPONSIBILITY

Administrators, Superintendents and Regional Directors are responsible for implementation and compliance with this procedure.

V. INTERPRETATION

The Deputy Secretary for Support Services shall be responsible for interpreting and granting any exceptions to these procedures.

VI. LOCAL OPERATING PROCEDURES REQUIRED

No.

VII. DIRECTIVES/POLICIES REFERENCED

- A. Audit Policy and Procedure
- B. Legislative Session Policy and Procedure
- C. Youth Fund Accounts Policy and Procedure
- D. Restitution Collection Policy and Procedure

VIII. APPENDICES

None.



DJS POLICY AND STANDARD OPERATING PROCEDURES

Statement of Receipt and Acknowledgment of Review

SUBJECT: Accounting, Fiscal Responsibility, and Budget
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APPLICABLE TO: All staff
REVISED: October 1, 2018

I have received and reviewed a copy (electronic or paper) of the above titled policy and procedures. I understand the contents of the policy and procedures.

I understand that failure to sign this acknowledgment form within five working days of receipt of the policy shall be grounds for disciplinary action up to and including termination of employment.

I understand that I will be held accountable for implementing this policy even if I fail to sign this acknowledgment form.

SIGNATURE

PRINT FULL NAME

DATE

WORK LOCATION

SEND THE ORIGINAL, SIGNED COPY TO THE DIRECTOR OF THE DJS OFFICE OF HUMAN RESOURCES FOR PLACEMENT IN YOUR PERSONNEL FILE.