



Section 3/300 ♦ Budget / Accounting		
3 / 302	Budget Preparation	12/25/95
Accreditation Standards	17.2.1	

3 / 302.05 GENERAL

The City's budget process is outlined in Article 500, entitled 'Finance', of the Laurel City Code and defines the fiscal year, budget preparation and adoption, appropriations, transfer of funds, etc.

The City Administrator provides instructions, guidelines, and forms for the preparation of each fiscal year's budget with the "budget calendar". The Police Department will follow these instructions and guidelines and any others that may be established by the City Administrator or the Director of Finance. Strict adherence to these guidelines and any deadlines will be observed.

The responsibility for the final preparation of the budget document will be within the Office of the Chief of Police and assigned to the Office Manager.

END OF ORDER