UW-Madison Police Department

Policy: 17.1
SUBJECT: FISCAL MANAGEMENT
EFFECTIVE DATE: 06/01/10
REVISED DATE: 05/30/17; 11/16/17; 05/16/18; 05/15/19; 03/17/23
REVIEWED DATE: 06/01/12; 04/16/20; 04/01/21; 11/10/21; 04/20/22
STANDARD: CALEA 17.1.1 – 17.4.3, 91.1.2

INDEX:
17.1.1 FISCAL AUTHORITY AND RESPONSIBILITY
17.1.2 BUDGET PREPARATION
17.1.3 BUDGET RECOMMENDATIONS
17.1.4 REQUISTIONING AND PURCHASING PROCEDURES
17.1.5 ACCOUNTING SYSTEM ELEMENTS
17.1.6 INDEPENDENT AUDIT
17.1.7 E-COMMERCE MERCHANT WEBSITE

POLICY:
The Chief of Police maintains the authority and responsibility for fiscal management of the UW–Madison Police Department. There are provisions for obtaining input from organizational components during budget deliberation processes. Provisions shall be implemented for managing the purchasing process consistent with authorized budget approvals and for making purchasing as effective and efficient as possible.

DEFINITIONS:
"Encumbrance" refers to a commitment in the form of an order, contract, salary, or similar item that shall become payable when goods are delivered or services rendered.

"Fiscal year" refers to the period of time between July 1 of a year and June 30 of the following year.

"Line item" refers to an individual account or budget section as it appears on a separate line in a fiscal budget.

"Requisition" refers to a written request or order for supplies.

"Unencumbered balance" refers to that part of an appropriation or allotment that has not been committed and is thus available for expenditure.

PROCEDURE:
17.1.1 FISCAL AUTHORITY AND RESPONSIBILITY

A. The Chief of Police is designated as having the authority and responsibility for the fiscal management of the Department. The duties associated with the fiscal management function include supervising, planning, coordinating, prioritizing and evaluating activities related to state-appropriated Departmental funds. Authority for fiscal management is derived from the Department directives manual and the Wisconsin State Statutes.

B. The Board of Regents, as authorized by Wisconsin State Statute 36.09(1)(h), "shall allocate funds and adopt budgets for respective institutions giving consideration to the principles of comparable budgetary support for similar programs and equitable compensation for faculty and academic staff with comparable training, experience and responsibilities and recognizing competitive ability to recruit and retain qualified faculty and academic staff." According to Wis. Stat. 36.09(2)(a), the President of the University System is vested with the responsibility of monitoring, reviewing, and evaluating policies that affect operating budgets. The Chancellor, as denoted by Wis. Stat. 36.09(3)(a), administers all funds. The Chancellor's designee for budgetary purposes, the Vice Chancellor for Administration, maintains the budget for the University of Wisconsin–Madison. The budget for the University of Wisconsin–Madison Police Department is a portion of the total budget for the University of Wisconsin–Madison. The Vice Chancellor for Administration appropriates the budget for the University of Wisconsin–Madison Police Department annually.

C. According to the University of Wisconsin – Madison Purchasing Policy and Procedures 14, "the director of Purchasing Services has signature authority for procurement contracts and agreements for the UW–Madison as delegated by the State Department of Administration. The director of Purchasing Services can designate agents of the UW–Madison campus to apply the director's signature to contracts and agreements."

D. The Department budget may not include all of the funding for public safety on campus. The Chief or designee has the authority to review and coordinate expenditures for any law enforcement expenses accounted for within the budgets of other operating departments.

17.1.2 BUDGET PREPARATION

A. The responsibility for final budget preparation and management is assigned to the Support Services function. Related activities include preparing divisional budgets, submitting formal budget requests, authorizing and monitoring expenditures, preparing charging statements for services rendered, submitting payroll information, receiving payments for access control related services, reporting financial information to university personnel, and participating in periodic audits.

B. The Department utilizes a line-item approach for budget preparation and maintenance. The Financial Manager manages this line item approach. The Financial Manager works in consultation with the Executive Leadership Team.

C. To ensure uniformity and clarity, all budget-related activities shall be conducted in accordance with University of Wisconsin-Madison policy, applicable state statutes, and regulations as established by the Vice Chancellor for Administration.

D. The University sets the budget submission date each fiscal year. All budget submissions to the University are done electronically through established University budget programs. The initial budget planning allocations are based upon the appropriate year of the Governor's biennial budget recommendations to the legislature. All spending authority is conditional pending the adoption of the annual budget of the Board of Regents and final approval of the state budget by the legislature and Governor. Calculations take into account current positions, rates, pending personnel actions, allocated position authority, prior-year expenses and income, known new-year fiscal income agreements, and Department priorities to allocate monies and income between salary, supplies, expenses, capital, and income categories.

17.1.3 BUDGET RECOMMENDATIONS

A. Division Leaders shall submit written budget recommendations based on goals and objectives. The recommendations shall include, at a minimum; operating needs, capital purchase needs; and personnel needs. The written recommendations shall be submitted to the Financial Manager and Executive Leadership Team no later than 30 days prior to the budget process deadline.

B. The Chief of Police shall designate the organizational levels or functions participating in the budget preparation process. Such functions and components may include the following: access control, accreditation, ammunition, awards, bike patrol, cameras and equipment, computer equipment, training, facilities and furniture, uniforms, subscriptions, radios, educational reimbursement, and fleet and fuel.

17.1.4 REQUISITIONING AND PURCHASING PROCEDURES

A. The Department shall comply with all established purchase and requisition procedures as contained in the University of Wisconsin–Madison Purchasing Policies and Procedures Manual. Such procedures include specification for items requiring standardized purchases, bidding procedures, criteria for the selection of vendors, procedures for emergency purchasing or rental agreements for equipment, and procedures for making emergency purchases. The UW–Madison Purchasing Services Purchasing Policies and Procedures draw on interpretation of Wisconsin Statutes and State Department of Administration Administrative Rules. The series constitute official University policy and shall be reviewed by departments for reference in purchasing goods and services.

B. A centralized University purchasing office is responsible for administering policies and procedures related to the requisition and purchase of University equipment and supplies.

C. The department shall use the university authorized purchasing system to document all purchasing related transactions.

D. The Chief of Police shall be responsible for requesting fund transfers and supplemental or emergency appropriations from the Vice Chancellor for Administration if deemed necessary.

E. Each division is responsible for tangible property acquisition through its budget requests and subsequent approvals.

17.1.5 ACCOUNTING SYSTEM ELEMENTS

A. The Department utilizes the University of Wisconsin–Madison accounting system.

B. The University of Wisconsin–Madison updates the University accounting system daily. The Police Department has online access to this budgeting system. The system maintains the following information:
   1. The initial appropriation;
   2. The balance at the commencement of the period;
   3. Expenditures and encumbrances made; and
   4. Unencumbered balance.

C. The UW–Madison Police Department Financial Manager reviews the detailed budget reports and submits a monthly summary report to designated line-item managers. The account managers verify expenditures and encumbrances made during the monthly period. Purchases are also approved by the Executive Leadership Team.

17.1.6 INDEPENDENT AUDIT

A. According to Wisconsin Statute 13.94(1), the Legislative Audit Bureau shall audit the fiscal concerns of the state. The Legislative Audit Bureau shall audit the records of every state department, board, commission, and independent agency or authority at least once each 5 years. The Legislative Audit Bureau may also audit the records of other departments when the state auditor deems it advisable or when he or she is so directed.

B. The University of Wisconsin Internal Audit conducts audits of various business practices of the Department at least once every 2 years.

17.1.7 E-COMMERCE MERCHANT WEBSITE

A. The department maintains an e-commerce site for the purpose of processing credit card payments for fingerprinting services and records requests.

B. Transactions shall be initiated from the customer's computer or electronic device. UW-Madison Police Department staff may not utilize a university computer or electronic device to enter the credit card payment. No payments should be accepted via email, fax, or text.

C. All staff reviewing or conducting transactions are required to complete annual PCI Operator Training.

D. Refunds may be issued by authorized staff.

E. A reconciliation of all credit card transactions processed through the E-Commerce website shall be completed monthly by the PCI Site Manager or designee.

F. Orders shall be initiated from a customer's computer or electronic device. In accordance with UW Network and PCI policy, UW-Madison Police Department employees may not assist the customer in processing orders by entering credit card data into a university computer or electronic device. UWPD employees shall refrain from assisting customers in processing orders by entering credit card data into their personal computer or electronic device as the devices could store customer's financial data.

G. If the department website goes down, employees may take the customer's contact information and notify the customer when the website is back up. Employees shall not write down customer's credit card information.

H. No orders shall be accepted via email, fax, instant messenger, or text. If an employee receives an order via any of these methods, the order should not be processed. The employee shall respond to the customer, notifying the individual the payment cannot be processed in that method and direct the individual to the e-commerce website for payment.