I. POLICY and PROCEDURE:

A. The Office of the Kentucky Parole Board shall operate as efficiently and frugally as possible. The Kentucky Parole Board shall be good stewards of the taxpayer’s dollars.

B. The Chairperson of the Parole Board shall request input from members in preparing budget requests.

C. Budget

1. The Office of the Parole Board shall have a clearly defined budget.

2. The Parole Board shall assure compliance with the state regulations governing purchasing and travel.

D. Budget Requests

1. The Chairperson shall collaborate with the other Parole Board Members at the beginning of the budget cycle to assure a detailed budget request with justification is presented on behalf of the Board.

2. The Chairperson shall request input from members and staff in the preparation of the budget request.

E. The Chairperson shall collaborate at the end of the budget cycle to finalize the budget closing package.

F. The Chairperson shall participate in the legislative budget allocations subject to the general rules and regulations that apply to all state agencies.