

 <p style="text-align: center;"><b>KENTUCKY PAROLE BOARD</b> <b>Policies and Procedures</b></p>	Policy Number	Total Pages
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**FISCAL MANAGEMENT**

**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.