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**Policy Number:** 403.010  
**Title:** MINNCOR Budgets by General Ledger Code  
**Effective Date:** 10/16/18

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**PURPOSE:** To provide operating spending and revenue budgets by division and business unit to ensure accountability and to maximize the resources of the Minnesota Corrections Industries Program (MINNCOR) revolving fund.

**APPLICABILITY:** All adult facilities with MINNCOR production facilities and MINNCOR central office

**DEFINITIONS:**

General ledger code – a unique code that defines a specific revenue or expense account by division and business unit, defined in the automated electronic resource planning (ERP) system.

**PROCEDURES:**

- A. Chief financial officer (CFO) and manager responsibilities
1. By April 10<sup>th</sup> each year, the CFO:
    - a) Submits a request for budgets from each director by division and business unit;
    - b) Provides historical data from the previous fiscal year;
    - c) Sends sales projections for each business unit as provided by the MINNCOR vice president (VP) of business development and VP of sales; and
    - d) Provides salary projections for each staff by division and business unit.
  2. By May 15<sup>th</sup> each year, the managers must, for the upcoming fiscal year:
    - a) Produce a spending and revenue budget;
    - b) Prepare a capital request list;
    - c) Produce a staffing plan; and
    - d) Submit these items to the CFO.
  3. The CFO then:
    - a) Reviews the budget requests for accuracy and communicates any concerns and/or changes with the submitting director; and
    - b) Forwards the completed budgets to the MINNCOR executive team for review.
- B. The MINNCOR executive team meets to approve or change the budgets as appropriate.
- C. The CFO distributes the approved budgets to the directors. Budgets and supporting documentation are retained by the CFO.
- D. The CFO, where applicable, ties the MINNCOR budget into the DOC acceptable format.
- E. Facility directors are responsible for variance reporting each month, as it relates to the budget/forecast versus the actual.

**INTERNAL CONTROLS:**

- A. Fiscal year budgets and supporting documentation are retained by the CFO according to MINNCOR's records retention schedule.

**ACA STANDARDS:** None

**REFERENCES:** [Minn. Stat. § 241.27](#)

**REPLACES:** Division Directive 403.010, "MINNCOR Budgets by General Ledger Code," 8/5/14.  
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

**ATTACHMENTS:** None

**APPROVALS:**

Deputy Commissioner, Facility Services

Deputy Commissioner, Community Services

Assistant Commissioner, Facility Services

Assistant Commissioner, Operations Support