DEPARTMENT OF CORRECTIONS

Policy Number:	**104.105**
Title:	**Requests for Additional Funding**
Effective Date:	**9/4/18**

PURPOSE: To govern the process of requesting additional funding.

APPLICABILITY: Department-wide

DEFINITIONS:
Full time equivalencies (FTE) – the number of positions (80% = .80 FTE) added to a facility/unit.

One-time costs – costs occurring only once (e.g., a piece of equipment or a one-time professional/technical contract).

Ongoing operating costs – funding required on an annual basis that is added to the facility/unit annual base budget.

PROCEDURES:

A. Financial services staff are responsible to have the Funding Request form (attached) completed and have appropriate approvals before funding is transferred into individual budgets.

B. Staff must complete the form header including the facility/central office unit name, total amount of funding request, and date of request.

C. Staff must complete the funding request justification explaining, in detail, the scope of the project or program change, the reason funding is required, what benefit will be gained, and how the funding will be utilized.

D. Staff must complete the cost section of the form, utilizing the appropriate section (e.g., one-time costs or ongoing operating costs). Include any necessary notations for further explanation of funding if necessary.

E. If the funding request impacts FTE or facility bed capacity, staff must complete the appropriate sections of the Funding Request form.

F. The facility head and facility finance director must approve facility funding requests. The unit director must approve central office funding requests.

G. Once approved, the funding request is sent to the central office financial services director to gain senior management approval.

H. The department chief financial officer/designee obtains necessary executive approvals and notifies the facility head/central office unit director and finance director of the approval or denial of the funding request. Original, approved requests are retained in the central office financial services department and a copy is sent back to the requesting facility. Requests for additional funding on a

previously-approved project less than $1,000 may be approved by the department chief financial officer/designee.

INTERNAL CONTROLS:

A. Original, approved requests are retained in central office financial services.

ACA STANDARDS: None

REFERENCES: Minn. Stat. § 241.01, subd. 3a(c)
Policy 104.100, "Operating Budget"

REPLACES: Policy 104.105, "Requests for Additional Funding," 6/21/16.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means, regarding this topic.

ATTACHMENTS: Funding Request form (104.105A)

APPROVALS:

Deputy Commissioner, Facility Services
Deputy Commissioner, Community Services
Assistant Commissioner, Facility Services
Assistant Commissioner, Operations Support