

Office of the State Public Defender Administrative Policies

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1.0 POLICY

- 1.1 The Office of the State Public Defender will produce the following monthly reports and provide them to the Chief Public Defender, Administrative Director, Department managers and Regional Deputy Public Defenders (RDPDs):
- 1.1.1 Monthly Budget Variance Report
 - 1.1.2 Contractor Expenditure Report
 - 1.1.3 Monthly Organization Detail Report
 - 1.1.4 Contract Attorney by Month of Service Report

2.0 PROCEDURE

- 2.1 The accounting department will produce and distribute these reports monthly.
- 2.2 Department managers and RDPDs will review the monthly reports and report any errors or omissions to the accounting department.
- 2.3 The Administrative Director will monitor the monthly reports and compare the reports to individual budgets.

3.0 CLOSING

Questions about this policy should be directed to the Central Office at the following address:

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44 West Park
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