

Office of the State Public Defender Administrative Policies

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1.0 POLICY

1.1 The Central Services Division will produce the following reports and provide them to the division administrators, Regional Deputy Public Defenders (RDPDs), and any other employees responsible for managing budgets:

1.1.1 Quarterly Budget Variance Report

1.1.2 Monthly Contractor Expenditure Report

2.0 PROCEDURE

2.1 The accounting group will produce and distribute these reports as scheduled.

2.2 Division administrators, RDPDs and others with budget oversight will review the reports and inform the accounting group of any errors or omissions.

2.3 The Central Services Division Administrator will monitor the reports, compare them to individual budgets, and report variances to the Director and division administrators within 15 days after issuing the reports.

3.0 CLOSING

Questions about this policy should be directed to:

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