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<p>TITLE: FISCAL MANAGEMENT</p>		

1200 Fiscal Management

1200.1 Purpose. The purpose of this directive is to define the procedures and practices concerning the fiscal management of the Department.

1200.2 Discussion. In the administration of the Department, there must be unquestionable evidence, protected by the concept of checks and balances, that the vested public trust is not violated. To this end, financial accounts and records must clearly show that the Chief is properly managing the financial affairs of the Department, the fidelity of all employees handling public funds is safeguarded, all applicable administrative rules and statutory provisions are complied with, and all public records are available for public and official inspection, as required by law.

1200.3 Policy. The University of Florida Police Department will establish and maintain fiscal management practices consistent with all applicable university rules and regulations; state, federal, and local laws; and generally accepted accounting principles.

1200.4 Procedure.

A. Authority and Responsibility.

1. The Vice President and Chief Financial Officer is the chief fiscal and business officer of the University of Florida. Their responsibilities encompass all budgetary units. They are responsible for the management and maintenance of all accounting records for the control of the funds made available for the operation of the university and for rendering financial statements. The Vice President also serves as the fiscal and business advisor to the President of the university.

2. As the administrative head of the University of Florida Police Department, the Chief has the authority and responsibility for the fiscal management of the Department and must comply with the financial requirements established by state statutes, Florida Administrative Code, and University fiscal policies and procedures.
3. The Chief has delegated the fiscal management functions of the Department to the Administrative Support Services Captain. The Administrative Support Services Captain recommends to the Chief those personnel to be authorized to receive funds and approve disbursements. Only those persons authorized by the Chief may perform these functions.
4. The Chief will monitor Department fiscal activities. Such internal monitoring serves to provide pertinent information for determining whether established internal control procedures are being administered. Such monitoring also serves to evaluate the performance of staff responsibilities for fiscal management functions.

B. Independent Audit. The Chief may request an audit of all or any of the fiscal functions at any time.

1. Periodically, the University's Office of Internal Audit will conduct a complete or partial audit of the fiscal records of the Department.
2. All Department records will be open for inspection and audit at any time. Department personnel will extend full cooperation and assistance to auditors.

C. Annual Budget. The fiscal year of the University of Florida begins on July 01 and ends on June 30.

1. The Department's annual budget is prepared and presented to the Vice President for Business Affairs in accordance with the schedule established by the Vice President.
2. A request for divisional budget proposals will be developed by the Finance Manager in the fourth quarter of the fiscal year, for the following fiscal year.
3. A budget request will be sent to the following division or sections commanders:
 - a. Patrol Division
 - b. Communications Section
 - c. Special Events Section
 - d. Investigations Division
 - e. Community Services Division

- f. Training Division
 - g. Administrative Services
 - h. Behavioral Services Division
4. Budget requests will be prepared in accordance with the format provided. This includes operating needs, capital purchases needs, training needs, personnel needs, and justifications. The completed budget request will be returned to the Administrative Support Services Captain no later than the date specified in the request.
 - a. The budget request must include justifications for item requests where appropriate.
 - b. Justifications must be provided for new positions and major equipment items.
 5. Each budget request will be submitted to the Chief for review.
 6. The Chief will schedule a budget review with all division and section heads as necessary.
 7. When adjustments have been made and tabulated, the Chief's final review and approval must be obtained. The budget will be compiled in final form for presentation to the Vice President for Business Affairs.
 8. After budget approval is obtained from the Vice President for Business Affairs, budget funds will be requisitioned, monitored, disbursed, and accounted for by the Business Manager.
 9. If circumstances develop during the fiscal year that require funds for non-budgeted expenditures, the Chief will review the allocation of funds and/or prioritize needs in an attempt to meet the unforeseen requirements with existing funds. However, if unable to do so, a special request for additional appropriation along with justifications may be presented to the Vice President for Business Affairs.

D. Purchasing. All purchases of Department supplies, services, and equipment will be in compliance with State of Florida and University of Florida purchasing procedures as defined in the *University of Florida Controller's Office Directives and Procedures*.

1. Purchasing procedures in the *University of Florida Controller's Office Directives and Procedures* include general procedures and guidelines for the purchase of items and services, purchase of standardized items for state contract vendors, criteria for the selection of vendors, procedures for purchases requiring the bidding process, and procedures for the emergency purchase or rental of equipment.
2. Unless otherwise delegated, the University's Purchasing Division is the only university department authorized to commit funds for purchases and is the initial point of contact prior to any obligation or commitment of the university.

E. Purchase Initiation. The two ways a department may initiate a purchase are as follows:

- 1. University of Florida Purchasing Card.** Employees on the University payroll who are in good standing are eligible to make use of a UF Credit Card for small purchases of less than \$2,000. Employees must complete a training session, receive approval from the Chief, and sign the Cardholder Agreement Form. Once this is done, a card will be issued in the individuals' names. The card is only to be used for official University purchases and is limited by various controls, such as merchant codes, dollar limits, and cash advance blocking. No operating capital outlay items may be purchased with the card. Further limitations on the card's use, including items that may not be purchased with the card, are covered in the *University of Florida Controller's Office Directives and Procedures* and are updated at the Purchasing Division web site (<http://www.purchasing.ufl.edu>).
- 2. Electronic transmission of requisition.** Security access must be authorized by UF Bridges for use of this system, and each requisition must be electronically approved by a department authorizer.

F. Bid Process.

- 1. Purchases Below \$150,000.00.** Purchases of commodities or services of less than \$150,000.00 do not need to be competitively bid. However, these purchases will be made in accordance with sound purchasing practices obtaining competitive quotes when competition is available and feasible. Written quotes will be obtained by the department and attached to the requisition for purchases above \$15,000.00 and below \$150,000.00. Purchases below \$15,000.00 may be made at the discretion of the Department.
- 2. Purchases Above \$150,000.00.** Requisitions above \$150,000.00 require competitive bidding. This is accomplished using one of the following procedures:
 - a.** Sealed competitive bids are used for all purchases over \$150,000.00 that are not exempt from bidding.
 - b.** University or State of Florida contract. Many commodities and services of a recurring nature are placed on contracts, either by the University of Florida Purchasing Division, or the Department of Management Services in Tallahassee. Purchases made from these contracts do not need to be competitively bid because the items were bid when the contracts were written.
 - c.** Sole source. A sole source purchase is exempt from competitive bid because it is available from only one source.

G. Emergency Purchases Outside the Bid Process. An emergency purchase is a purchase necessitated by a sudden unexpected turn of events (fires, floods, accidents etc.) where the time delay caused by competitive bidding would be detrimental to the interests of the university. The Director of Purchasing Division must approve emergency purchases. If the Director of Purchasing

Division approves the request, authorization is given to proceed with the purchase immediately. The Department must follow up with a requisition to the Purchasing Division along with written justification for the emergency purchase.

- H. Maintenance of Bidders' List.** The Department may furnish the Purchasing Division with a list of suggested vendors along with the specifications and requisitions to purchase. Purchasing Division approves vendors and maintains the appropriate bidders' list.
- I. Rentals or Rental Agreements.** Rentals or rental agreements are considered purchases and like any other purchase made by or through the Department, must be handled according to the procedures described in this directive.
- J. Revisions to the Operating Budget.** All requests for supplemental or emergency appropriations and fund transfers must be approved by the Budget Office in the Office of the Vice President for Business Affairs.
- K. Department General Purchasing Procedures.** All Department purchases will be approved by the Chief or designee unless otherwise authorized by the Chief.
1. Purchase requests are required for any item or items.
 2. Any Department employee wishing to make a purchase for the Department must complete a Department Purchase Request Form and submit it via the chain of command to the Chief or designee.
 3. If the purchase request does not bear the required authorizing signature(s), it will be returned to the originating person/division/section.
 4. The Department's Business Operation Office will be responsible for the official purchase processing of all Department approved purchase requests.
- L. Blanket Purchase Orders.** At the beginning of each fiscal year, the Business Operations Office will establish Blanket Purchase Orders to cover frequent purchases of commodities or services of small dollar value, purchases of utilities, telephone and transportation, or to cover frequent purchases of expendable commodities available from a university contract or state contract.
1. No Operating Capital Outlay (OCO) items may be purchased on a blanket order.
 2. If a blanket purchase agreement exceeds \$150,000.00, a sole source certification or a bid must be completed and approved by the Director of Purchasing Division.
 3. Maintenance Agreement Blanket Purchase Orders issued for machines or equipment must contain a thirty (30) day cancellation clause. Any maintenance agreement over \$15,000.00 must have the Comptroller's approval for advance payment.

4. Interdepartmental Blanket Purchases are used to purchase commodities and services from other university departments; e.g. Printing Division, Motor Pool, Physical Plant Division, Instructional Resources, etc.

M. Emergency Purchases After Normal Business Hours. It is recognized that there may be times when an emergency purchase is required. Such purchases will be authorized only when absolutely necessary. In no case will emergency purchases be authorized merely to bypass the regular purchasing procedure.

1. Emergency purchases are defined as those that are necessary to protect the health, safety, or welfare of the citizens of the university, or the employees of the Department.
2. If an emergency purchase request should arise when the Department's Administrative Office is closed, the division commander of the requesting division must determine that the requested purchase is a valid emergency request situation.
3. If the division commander determines a situation is a valid emergency, the division commander will attempt to contact the Business Manager or Purchasing Fiscal Assistant to determine if a purchase account has been established that could be used. If not, the division commander will contact the Chief or designee to facilitate an immediate approval.
4. The Department's purchasing personnel must be notified the next working day.

N. Receipt of Items or Property. When an item purchased is delivered to the Department, the person receiving the item will document the date the goods or services are received. This documentation will be given to the Business Operations Office.

1. The receiving person must inventory all items delivered to him/her and verify that they match what was ordered/received, and that the packing slip is correct. If all items and corresponding documents are in order, the employee will deliver the packing slip to the Business Operations Office or notify the Business Operations Office that the items have been received, if there is no packing slip or other documentation. The Business Operations Office will then verify what was received with the Purchase Order.
2. When both the Business Operations Office and the requesting employee are satisfied that the item(s) received is what was ordered, then the Business Operations Office will proceed to pay the vendor.
3. The Business Operations Office will submit invoices for payment through the Procurement system.
4. The Business Operations Office will then complete the purchase process by attaching the request, requisition, purchase order, invoice, and packing slip and place them in the appropriate electronic file.
5. The Business Operations Office will maintain all purchasing records on a fiscal year basis.

6. The Business Operations Office will reconcile the purchasing activity with the monthly Department Ledgers.
7. The Business Manager will, on a regular monthly basis, submit to the Chief a statement of all financial activity for the reporting month; including, but not limited to: account balances for salary and other expense categories.
8. The Business Operations Office will be responsible for verifying all outstanding purchases for certification forward at the end of the fiscal year.

O. Accounting.

1. The Chief, upon receipt of the Department's budget allocation, determines non-salary budget allocations.
2. The salary budget is centrally controlled by the Vice President of Business Affairs and is appropriated based on the number and salary rate of positions allocated to the Department.
3. All disbursements from budgeted funds will be approved by the Chief or designee.
4. The Department's Business Operations Office is responsible for maintaining the various financial records that reflect all Department financial transactions.
5. Department financial records include:
 - a. Copies of Department purchase requisitions, purchase orders, and invoices;
 - b. Overtime billing and reimbursement documentation;
 - c. Check receipt mail log;
 - d. Uniform cash receipts for recording cash/check receipt transactions;
 - e. Daily deposit transmittals of cash/checks and receipts;
 - f. Department ledgers.
6. Monthly, reports derived from the PeopleSoft system will be reconciled to Department financial records. The monthly reports detail:
 - a. Initial appropriation for each budget category;
 - b. Beginning balances for the reporting period;
 - c. Categorized revenue, expense, transfer, and encumbrance activity for the reporting period;

- d. Encumbered and unencumbered balances.
- 7. The Business Manager will analyze the monthly reconciliation reports and brief the Chief on any errors or unexplained funding problems.
- 8. Expenses occurring in a fiscal year will be vouchered and charged to the budget for that year. Any unexpended balances will revert back to the Office of the Vice President for Business Affairs.

P. University Police/Health Center Auxiliary Account.

- 1. The Department operates the Police Health Center Auxiliary which is an annual contractual agreement with the Office of the Vice President for Health Affairs, the College of Medicine, and Shands Hospital. The agreement calls for the Department to provide four (4) senior police service technician and twelve (12) police service technician positions for interior and exterior security services for the Health Center. A separate account is maintained for all transactions dealing with this Auxiliary.
- 2. An annual budget is prepared based on historical data and predicted changes. It is submitted by the Chief to the Vice President for Health Affairs by April 15 of each year. The budget includes salaries, operating expenses, and capital expenditures estimated for the coming fiscal year. Agreement on the annual budget is to be reached before the beginning of the new fiscal year.
- 3. The Office of the Vice President for Health Affairs, Shands, and the College of Medicine are billed monthly for the actual expenses incurred, plus an eight percent (8%) overhead charge. The Business Manager is responsible for monitoring the flow of fund transfers in payment of Police/Health Center Auxiliary invoices.
- 4. The Chief and Deputy Chiefs are authorized to request disbursements from the account. Disbursements include those which are billed to the Office of the Vice President for Health Affairs, Shands, and the College of Medicine, as well as disbursements which are covered by overhead collections. The overhead charges collected by the Department are used to pay for expenses which benefit the Department and the Health Center operations, but which do not lend themselves to reimbursement from the Health Center. Examples of expenses paid with overhead collections include vehicles, furniture, office supplies, construction costs, and student assistant wages. All disbursements from the account are made in accordance with State of Florida and University of Florida regulations.
- 5. The Business Manager is responsible for maintaining an accurate, auditable accounting of Health Center Auxiliary funds. Monthly financial statements and quarterly expense reports are prepared and reconciled to Department ledgers by the Business Manager. An annual financial statement is also prepared on a fiscal year basis and forwarded to the University of Florida's Auxiliary Accountant to be included in the University's consolidated financial statement.

Q. Concession Fund. The Department receives an allocation from the University Campus Concession Fund each fiscal year. The purpose of this allocation is to fund the annual Department Awards Program, retirement awards, and other approved special activities.

1. The Chief will control and authorize any disbursements from this fund.
2. Requisition for payment forms must be accompanied by receipts or invoices which clearly identify the date of the transaction and the vendor providing the goods or services.
3. All expenditures must be in compliance with University rules and regulations.

R. Department Cash Funds. All Department cash funds must be properly collected and safeguarded in accordance with applicable university rules. The University Office of Audit and Compliance Review will review Department compliance with these procedures periodically.

1. **Investigative Funds.** The University of Florida Police Department will maintain Investigative Funds to be used for approved criminal investigations and will maintain a balance sheet, ledger, or other system that identifies initial balance, credits, debits and the balance on hand.
 - a. The fund will be maintained with a balance of up to \$1000.00 to provide for ready use of cash should an investigative need arise. The funds will be maintained and disbursed, if needed, by the Evidence and Property Custodian and kept in a secure and separate location within the department's evidence vault. There must be receipts or documentation kept for all cash received and records, documents or invoices kept for any cash expenditures.
 - b. The Investigative Funds will be audited internally at least quarterly. Copies of all audit reports will be forwarded to the Chief.
 - c. Investigative funds may be used for investigative expenses in furtherance of an ongoing criminal investigation. Investigative expenses include, but are not limited to, purchasing controlled substances during narcotics investigations, or purchasing stolen goods from a suspect in a theft or burglary investigation. Each type of investigation is unique; therefore, all requests for use of Investigative Funds will be submitted in writing to the Investigations Division Commander for approval prior to being released to the lead detective for use during the course of an investigation.
 - d. The use of all Investigative Funds will be documented with a written receipt to include the following:
 - (1) Amount of Payment;
 - (2) Lead Detective's Name and ID number and report case number;
 - (3) The name or unique identifier corresponding to the person who the funds are given to;
 - (4) The purpose of the payment;

(5) Date payment or transaction;

(6) Case number.

e. Payments in excess of \$1000 will require the approval of the Chief or designee.

S. Forfeiture Funds. The Department maintains two University of Florida Law Enforcement Trust Funds. One is a State of Florida Forfeiture Fund and one is a Federal Forfeiture Fund.

1. Florida Contraband Forfeiture Fund. Revenues received from forfeited property or forfeited currency will be receipted and deposited so as to leave a clear audit trail in accordance with Florida Statutes 932.704 and 932.7055.

- a. All revenues will be receipted and deposited into the university's Special Law Enforcement Trust Fund in compliance with applicable university rules governing receipt, deposit, recording, and expenditure of funds.
- b. This fund will not be a source of revenue to meet normal operating needs of the Department.
- c. Fund use will be in compliance with Florida Statute 932.7055 (Disposition of Liens and Forfeited property).
- d. The Business Manager will be responsible for receiving and depositing all revenue and maintaining all fiscal records.
- e. The Chief will authorize any and all disbursements from this fund. No cash is disbursed from this account.
- f. The Business Manager is responsible for preparing and submitting annual reports to the Florida Department of Law Enforcement indicating whether the Department has seized or forfeited property under Florida Statute 932.707 (Florida Contraband Forfeiture Act).
- g. The Business Manager will prepare monthly financial statements and reconcile them against Department ledgers.
- h. The Business Manager will prepare end of the fiscal year annual auxiliary financial statements to be submitted to the University Auxiliary Accountant.

2. Federal Forfeiture Funds.

- a. Funds are received by the Department involved with federal cases. The portion that is received is based solely on the Department's involvement with the case. Funds received will be clearly receipted in accordance with the guidelines set forth in *A Guide to Equitable Sharing of Federally Forfeited property for State and Local Law Enforcement Agencies* and the *University of Florida Controller's Office Directives and Procedures*.

- b. All revenues will be receipted and deposited by the Business Manager in compliance with applicable rules governing receipt, deposit, recording and expenditures of funds and as outlined in *A Guide to Equitable Sharing of Federally Forfeited property for State and Local Law Enforcement Agencies* and the *University of Florida Controller's Office Directives and Procedures*.
 - c. These funds will be used to supplement, not replace, operational funds for activities to enhance future investigations, law enforcement training, equipment, operations, facilities, drug education, and costs involved for accounting for the funds.
 - d. The Chief will authorize any and all disbursements. No cash is disbursed from this account.
 - e. The Department's Senior Accountant will prepare an annual certification report and will prepare a Federal Equitable Sharing Agreement every three years, or when there is a change in Police or University Administration.
 - f. The annual reports will be submitted to the U.S. Department of Justice and the U.S. Attorney's Office, after receiving the approval of both the Chief and University President.
 - g. The Business Manager will prepare end of the fiscal year annual auxiliary financial statements to be submitted to the University Auxiliary Accountant.
- T. Payroll Procedure.** The Payroll Services Section of the Finance and Accounting Division is designated as the central university office responsible for the preparation of the payroll. The payroll system in use at the University of Florida is a comprehensive system that also encompasses the personnel and budget system.
- 1. The Chief is responsible for the accuracy and reliability of the Department's payroll.
 - 2. The Payroll Fiscal Assistant is responsible for monitoring the Department's payroll.
 - 3. University employees are paid bi-weekly. Pay is distributed to employees six (6) working days after the pay period ends.
 - 4. Employees are responsible for:
 - a. Completing time records in accordance with instructions to meet payroll deadlines;
 - b. Insuring that, prior to termination, they coordinate with their supervisor and the Department to determine to their satisfaction that their final check will be correct upon receipt.
 - c. Insuring that they leave a forwarding address with the Personnel Administrative Assistant for W-2 purposes. This information will be collected during the exit interview process.

5. Electronic Signature Authorization data must be on file in payroll services for each person designated to authorize employee time records.
6. The Business Operations Office staff are authorized as payroll processors.
7. The Payroll Fiscal Assistant is responsible for verifying and processing all time efforts including overtime, incentive pay etc.
8. The Payroll Fiscal Assistant is responsible for the maintenance of all records in compliance with university rules and regulations and the provisions of Chapter 257 (Records Management).

U. Reimbursable Overtime. The Department invoices organizations sponsoring special campus events for salary expenses associated with security services. The reimbursements are received in two forms:

1. Account Transfer. Account transfers are funds transferred directly from one university account to another and are used when the organization being charged maintains a university account.
2. Direct Payments.
 - a. Checks received in the mail by the Front Desk Staff or the Administrative Office Assistant are logged in the check receipt mail log, restrictively endorsed with a check endorsement stamp and delivered to the Business Operations Office. Business Operations Office staff are authorized to receive and deposit all salary reimbursement funds through the University Cashier's Office.
 - b. Checks received in person by staff of the Business Operations Office are receipted and deposited back into the appropriate salary accounts through the University Cashier's Office. Deposits must be made no later than one business day after receipt.
3. The deposit receipt number is recorded in the check log if the check is received by mail.
4. The Business Manager and Fiscal Assistants from the Business Operations Office are responsible for reconciling deposits with the monthly Department ledger.

V. Inventory Control of Property and Equipment.

1. Inventory control procedures for Department property are regulated by the University Comptroller and are detailed in the *University of Florida Controller's Office Directives and Procedures*.
2. The Chief is responsible for the overall coordination, review, and inventory control of the Department's property.
3. The Department's Inventory Control Officer/Building Manager will be responsible for maintenance of complete records for all Department property having decals.

4. When property has been purchased by the Department that is of sufficient value (\$10,000.00) to warrant the issuance of a UF Property Decal, the Inventory Control Officer (ICO) will verify the purchase through the Purchasing Office Assistant; and if correct, complete an Inventory Control Card with all of the information available at that time.
5. The ICO will then make contact with the individual who will be accountable for the property and assist that employee in the placement of the decal.
6. If the property is such that the decal cannot be affixed to it, the decal will be affixed to the Inventory Control Card and the decal number will be engraved on the property item. The ICO will record the decal number on the Inventory Control Card.
7. When an interdepartmental transfer has been approved by the Chief or designee, the ICO will be solely responsible for the coordination, documentation, administration, and placement of the transferred property.
8. When any property belonging to the Department is no longer needed, the accountable officer will contact the ICO who must complete a *Report of Survey Form* or *Transfer Form* and submit it to the Chief or designee for approval. Once approved, the original *Report of Survey Form* will be forwarded to University Property Accounting.
 - a. For all property items listed on the survey form or transfer form that have decal numbers, there should be a corresponding Inventory Control Card in the master inventory file.
 - b. The ICO must make changes to the card reflecting that the property has been surveyed.
9. An inventory of all decal property will be taken approximately every twelve (12) months. It will be the responsibility of the ICO to coordinate the inventory process with Property Accounting personnel.
10. Each employee is responsible for the proper care and maintenance of each item issued or assigned. All property/equipment issued to individual employees will be inventoried in compliance with Department Standards Directive 2330 – Uniforms, Equipment, Dress Code and Appearance.
11. Lost and/or damaged property must be reported to the appropriate division or section commander and to the inventory control officer or issuing officer.

W. Fleet Management. Department owned vehicles are assigned to divisions or individuals. Vehicles are assigned and/or utilized to meet the division's needs. All vehicle assignments and reassignments will be approved by the Chief.

1. The Inventory Control/Fleet Manager will be responsible for all maintenance and repairs to all Department vehicles to maintain operational readiness.

2. The Fleet Manager will be responsible for preparing all new vehicles for road service.

X. Divisional and Sectional Property and Equipment Responsibilities. Each division and section commander will be responsible for maintaining operational readiness by conducting routine checks and requesting maintenance, repairs, and replacement as necessary.

1. The Training Coordinator will be responsible for issuance and re-issuance of uniforms and/or equipment, based on the employee's job duties and in accordance with internal procedures as to type and/or numbers of items. [Refer to Department Standards Directive 2330 "Uniforms and Equipment"]. The Training Coordinator will also be responsible for adequate inventory and replacement of uniforms and/or equipment.

2. The Investigations Division Commander will be responsible for the individual assignment of vehicles and equipment issued to Investigations Division. The Investigations Division Commander will also be responsible for the care, custody, operational readiness, and distribution of camera equipment, and covert video surveillance equipment. Refer to Department Standards Directive 6350.

3. The Patrol Division Commander will be responsible for vehicles and equipment assigned to Patrol Division.

4. The Community Services Division Commander will be responsible for vehicles and equipment assigned to the Community Services Division.

Y. Record Maintenance. All fiscal records and files will be maintained in compliance with Chapter 119 Florida Statutes Public Records Act and Chapter 257 Florida Statutes records Management and Archives Program.

1200.5 Glossary.

Audit – A formal examination of an organization's or individual's accounts or financial situation

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