



**LOUISIANA
BOARD OF PARDONS & PAROLE**

**Number: 01-124-DIR
Date: October 26, 2020
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BOARD DIRECTIVE

SUBJECT: FISCAL MANAGEMENT

PURPOSE: To establish protocols for planning and managing fiscal resources.

AUTHORITY: LAC Title 22, Part V and Part XI

REFERENCES: ACA Standards 2-1029, 2-1030, 2-1033

POLICY:

The Louisiana Board of Pardons and Parole shall operate as efficiently and frugally as possible. The Board shall be good stewards of the taxpayer's dollars and shall administer its budget in an efficient and fiscally responsible manner.

PROCEDURES:

A. Budget

- 1) The Board shall have a clearly defined budget which provides for personnel, operational and travel costs sufficient for its operation.
- 2) The Board shall assure compliance with state regulations governing purchasing and travel.

B. Budget Requests

- 1) The Executive Director shall request input from Board Members and staff in the preparation of the budget request.
- 2) The Executive Director shall collaborate with the Department of Public Safety & Corrections (Administrative Director and/or Undersecretary) on a periodic basis for the purpose of effective budget allocations, expenditures, and planning for necessary reallocation of unencumbered funds.

C. The Chairman or designee shall participate in the legislative budget allocations subject to the general rules and regulations that apply to all state agencies.

SHERYL M. RANATZA, CHAIRMAN

**Signature on file*

This directive replaces and supersedes Board Directive 01-124-DIR, "Fiscal Management" dated May 18, 2020. (Technical Revisions Only)