

**GENERAL DISTRIBUTION**

**WEST VIRGINIA  
DIVISION OF CORRECTIONS  
& REHABILITATION**

**NUMBER: 112.00**

**DATE: 19 October 2020**

**SUBJECT: BUDGETARY SYSTEM**

# **POLICY DIRECTIVE**

---

**PURPOSE:**

To ensure compliance with governmental policies regarding the Division of Corrections and Rehabilitation's annual budget.

**REFERENCE:**

WV Code §15A-2-1(b)

**RESPONSIBILITY:**

No additional written instructions on this subject are required.

**CANCELLATION:**

Any previous written instruction on the subject including DOC Policy Directive 112.00, dated 01 January 2004; DOC Policy Directive 113.00, dated 01 January 2004; DOC Policy Directive 114.00, dated 01 January 2004; DOC Policy Directive 116.00, dated 01 January 2004; DJS Policy 116.00, dated 01 July 2014; RJA Policy 2002, dated 22 July 2010; and RJA Policy 2013, dated 15 May 1997.

**APPLICABILITY:**

All facilities and work units within the Division of Corrections and Rehabilitation. This Policy is available for general distribution.

**DEFINITIONS:**

None.

**POLICY:**

- I. The Division of Administrative Services (DAS) shall provide fiscal services for the Division of Corrections and Rehabilitation.

- A. As such, DAS is responsible for submitting appropriation requests in compliance with the State Budget Office's budget process.
  - B. Expenditure schedules, prepared and updated monthly by DAS, showing the current status of appropriations and expenditures shall be provided to designated DCR leadership.
- II. The DCR Executive Leadership shall coordinate with DAS to comply with the State Budget Office's budget process.
- A. Superintendents, and work unit supervisors or directors as appropriate, shall submit appropriation requests as specified by DCR Executive Leadership.
  - B. To a practical degree, a facility or work unit's budgetary requests shall be developed with the assistance of key staff.
  - C. Appropriation requests will define needed resources in the areas of daily operations; capital projects; long-range objectives; program development; travel and training; and additional staff requirements.

**ATTACHMENT(S):**

None.

APPROVED SIGNATURE: \_\_\_\_\_

  
Betsy C. Jividen, Commissioner

*10-7-20*  
Date