



Illinois Department of Corrections

Administrative Directive

Number: 02.02.101	Title: Preparation Schedule	Effective: 3/1/2022
-----------------------------	---------------------------------------	-------------------------------

Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Director
Supersedes:	02.02.101 effective 10/1/2020

Authority: 730 ILCS 5/3-2-2	Related ACA Standards: 5-ACI-1B-01, 03 – 07, 16, 24, 5-ACI-6D-08
Referenced Policies:	Referenced Forms:

I. POLICY

The Department's annual budget shall be prepared in compliance with this directive.

II. PROCEDURE

A. Purpose

The purpose of this directive is to detail the cycle of events involved in the development of the Department of Corrections' annual budget.

B. Applicability

This directive is applicable to all correctional facilities, offices, programs and parole services within the Department.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. General Provisions

By no later than August 1st of each year, the Chief Financial Officer (CFO) shall issue a memo detailing the current year's budget implementation guidelines. The Department's following budget cycle shall then be implemented.

1. The Budget Services Unit of the Division of Finance and Administration shall hold quarterly meetings with each Chief Administrator and his or her facility Business Administrator. The quarterly meetings shall include, but not be limited to, the following:
 - a. Review of year-to-date expenditures and projections for the remaining amounts of the fiscal year;
 - b. Significant spending pressures that will cause variances compared to allocated amounts;
 - c. Review of authorized staffing reports;
 - d. Review of overtime projections; and
 - e. Facility specific issues identified in writing by the Chief Administrator or the Business Administrator to the Chief Financial Officer within ten business days of scheduled quarterly meeting.

	Illinois Department of Corrections Administrative Directive	Page 2 of 2
Number: 02.02.101	Title: Preparation Schedule	Effective: 3/1/2022

2. Training sessions related to budget procedures and processes shall be conducted at least annually by the Budget Services staff with at least the two highest ranking business office personnel of each facility business office being in attendance. These training sessions shall include, but not be limited to, a review of the current year's budget implementation memo and preparation for the upcoming submission of the Illinois State Legislative ("ISL") Forms.
 3. By December 31st of each year, each facility's budget shall be reviewed and revised as necessary by appropriate staff in the General Office and submitted to the Governor's Office of Management and Budget based upon their published timeline.
 4. The Department shall negotiate all budget revisions with the Governor's Office of Management and Budget.
 5. Unless the law is amended to reflect a different date, the Governor's Budget is published on the first Wednesday in February. Executive staff from within the Department shall appear before the House and Senate Appropriation Committees to answer questions regarding the budget. The CFO shall serve as the primary liaison for legislative staffers who are dedicated to the appropriation process.
-