



Minnesota Judicial Branch Policy

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Budget Development and Management

I. POLICY STATEMENT

It is the policy of the Minnesota Judicial Branch to manage its operations in a fiscally prudent manner. Expenditures may not exceed the amounts established in the Branch's approved budget. Budgetary control measures are required to assure that expenditures do not exceed the agency's spending authority for each appropriation.

The Judicial Branch shall establish uniform guidelines to implement and manage the budget approved by the Minnesota State Legislature through the appropriate use of a spending plan, regular financial reporting, and ongoing financial analysis. This policy applies to all Judicial Branch employees and judges.

II. IMPLEMENTATION AUTHORITY

Implementation of this policy shall be the responsibility of the State Court Administrator, acting as the Judicial Council's agent.

III. EXECUTIVE LIMITATIONS

In carrying out this implementation authority, the State Court Administrator shall consult with the Judicial District Administrators, Court of Appeals Judicial Administrator, and SCAO Directors Group (JAD).

The State Court Administrator or designee shall monitor actual expenditures against the annual budget. Cash flow also will be monitored to assure that the operating units of the Judicial Branch have sufficient funds to meet their obligations. A report of revenues and expenditures shall be prepared on a quarterly basis.