

Budget and Financial Services Division

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The Budget and Financial Services Division coordinates the department's budget, financial services, and auditing functions. The division is comprised of the following:

Administrative Section

- ❑ Directly performs leadership activities such as serving as the department's Chief Financial Officer and establishing business policies and procedures for the department
- ❑ Facilitates the work of the Budget Development and Financial Services Sections
- ❑ Directs the development and administration of the department's budget
- ❑ Responsible for determining and implementing all budget matters, policies and procedures
- ❑ Acts as the liaison on all budget and financial matters with all MSP divisions, Coordinating Council, Department of Management and Budget, the Legislature and its Fiscal Agencies
- ❑ Responsible for overseeing the department's interagency agreements and the division's web page
- ❑ Ensures [boilerplate](#) reporting compliance

Budget Development Section

- ❑ Responsible for development, preparation, and submission of the Department of State Police annual budget to the Department of Management and Budget and the Legislature
- ❑ Coordinates implementation and management of the budget, including requests for legislative transfers and supplemental appropriations
- ❑ The office acts as a liaison with fiscal, legislative, and department personnel for all phases of the budget process

Financial Services Section

- ❑ The section is led by the department's Chief Accountant
- ❑ Responsible for supporting the department's financial activities with a customer-oriented approach in processing vendor payments and employee reimbursements (such as travel)
- ❑ Provides assistance to all levels of the department regarding budget and accounting information
- ❑ Sets department-wide policies and procedures related to financial and administrative systems and activities
- ❑ Responsible for handling department requests for cell phones, pagers and calling cards, and payment processing

Internal Auditor

- ❑ Responsible for audit coordination with the Michigan Office of the Auditor General and the Federal Office of the Inspector General
- ❑ Provides assistance to all levels of the department regarding internal controls and risk assessment
- ❑ Performs financial and program audits
- ❑ Performs special assignments as requested