



## Prosecuting Attorneys' Council of Georgia

**Policies & Procedures**

**Approved Oct. 17, 2002**

**No. 4.2**

**Financial Services**

**Budgeting**

1. Preparation & Submission of Annual & Supplemental Budgets
  - A The Director of the Fiscal Services Division will prepare and submit the budget estimate for the Council, the District Attorneys and the Solicitors-General to the Council Budget Committee for review and approval. Following approval by the Budget Committee, the budget estimate will be submitted to the Council for adoption prior to being submitted to the Legislative Budget Office.
  - B Internal revisions and year-end final amendment to Superior Courts - District Attorneys will be made as needed to assure sufficient funds to cover expenses and submitted to the appropriate state agency.
  - C D.O.A.S. shall act as ministerial agent in regard to expenditures on behalf of the District Attorneys and State Court Solicitors as provided by law.
2. The Executive Director shall provide the Council with budget status reports at each meeting.



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