

CAL FIRE BUDGET OFFICE RESPONSIBILITIES

6549

(No.21 May 2016)

Responsibility

CAL FIRE Budget Office

When the Headquarters Budget Office receives a copy of the order confirmation form, a budget plan will be loaded based on the dollar amount and coding information on the form.

A copy of each budget load sheet prepared will be sent to region office.

Further adjustments will be made at year end by the Accounting Office to match the camp's expenditures for products ordered with their corresponding budget plan. If expenditures to PCA 03071 are over the allocation (based on order confirmation forms submitted), the camp General Fund operating budget will be charged.

If expenditures are under the allocation, the camp General Fund operating budget will be credited. Therefore, to help eliminate year-end adjustments that could affect the General Fund camp operating budget, it is important to verify that the total order amount agrees with the total of the expenditures charged for that order to PCA 03071.

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