3-09/280.25 - Duties of Fiscal Administration

Fiscal Administration shall receive notice of service level change from CLEB after approval of the SH-AD-575 by the concerned division. The Special Accounts Section of Fiscal Administration shall compute the service charges based on the current billing rates and make necessary adjustments as the rates or the service levels change.

Billing shall be monthly and distributed as follows:

- Original to concerned contract city;
- One copy to the station providing service;
- One copy to CLEB; and
- One copy retained by Special Accounts.

Billing adjustments shall be effective from the date the change is actually provided, as reported to the Special Accounts Section by CLEB.

Billing adjustments shall be distributed to CLEB for review prior to distribution to the stations and contract cities.

All matters relating to the Department's budget pertaining to contract law enforcement will be handled by Fiscal Administration in conjunction with CLEB personnel.