



Budgeting for Law Enforcement Agencies

Budgets are one of the most important development tools an agency can use. There are many challenges related to planning, managing, and presenting a department budget. A department's ability to reduce crime and improve services can be negatively impacted by a lack of funds. The *Budgeting for Law Enforcement Agencies* course will provide police departments with the ability to address external concerns, such as fighting new crimes, along with internal concerns, such as training officers and purchasing new equipment, which are directly correlated to constructing and managing the phases of your budget.

The Penn State Justice and Safety Institute (JASI) is pleased to work with our co-sponsor, to offer this two-day course. This program combines lectures with demonstrations that will help participants to understand, develop, present, and manage an agency budget. This course is highly interactive and is applicable work-based training. Participant learning is reinforced through the extensive use of hands-on individual and team exercises during the course. Note that effective budgeting skills will allow you to advocate for the funds that your department needs, and also to ensure that those funds are deployed wisely. All of our courses are instructed by current practitioners or recently retired executives. Key concepts and topics include, but are not limited to, the following:

- ✧ **Understanding your Budget**
 - ☑ Budgetary systems: types and applications
 - Four types of funds
 - Three types of budgets
- ✧ **Developing your Budget**
 - ☑ Budget terms, framework, and structure
 - Planning, pricing, controlling, evaluating, and monitoring budget
 - ☑ Building a budget
 - Analyze past budget
 - Plan new budget and costs
- ✧ **Managing and Monitoring your Budget**
 - ☑ Factoring for maintaining and developing capacity
 - Taking recruitment, retention costs, and community into consideration
- ✧ **Presenting your Budget**
 - ☑ Acquiring needed skills to present to decision makers in a very tight economy

Cost: \$345/person

Register: Complete the registration form and fax to 814-863-3108 or mail to Penn State Justice & Safety Institute, 222 The 329 Building, University Park, PA 16802. Questions? Contact us at 814-863-0079.

Visit www.jasi.outreach.psu.edu for more information, future training schedules, registration forms, and our police program newsletter.