



## t State Board of Civil Legal Aid

**Category:** Finance  
**Policy Number:** 201  
**Title:** Budget Planning and Management Policy  
**Effective Date:** July 1, 2025  
**Revision Date(s):**

### Budget Planning and Management

#### I. POLICY STATEMENT

The State Board of Civil Legal Aid is responsible for developing and managing its budget so that its resources are utilized efficiently and effectively in accordance with both the Board's originating legislation and Minnesota Supreme Court orders that guide the distribution of grant funding.

#### II. ROLES AND RESPONSIBILITIES

**State Board of Civil Legal Aid.** The Board is responsible for approving the final budget proposal that meets the operating needs of the agency and ensuring that it is implemented in a fiscally responsible manner. To accomplish this the Board will receive regular briefings on a quarterly basis and other special analyses as needed. The Board will ensure that timely action is taken to address any significant financial issues that arise during the fiscal year.

**Program Administrator.** The Program Administrator is responsible for guiding the development and implementation of the budget process to ensure that the elements of the draft proposed budget reflect the strategic direction and priorities of BOCLA. The Program Administrator will also implement regular financial reporting throughout the budget cycle to monitor the final budget as approved by the Legislature and to protect the integrity of Board expenditures.

#### III. BUDGET CYCLE AND TIMELINES

The budget schedule for the Board must also tie into the schedule for the state as a whole, which is determined by Minnesota Management and Budget (MMB). This budget timeline is available on MMB's website. These deadlines occur during the budget planning and production phases and will be implemented by the Program Administrator.

Below is a chart showing the timeline for the budget planning and production process.

Event Calendar Year	
May – August	Planning for legislative budget request begins with input from grantee organizations
September	Board approves the legislative funding request
October	Budget is submitted to MMB
December	Board reviews IOLTA and attorney registration fee projections and sets preliminary grant funding and administrative costs from those sources
Odd Calendar Year	
January	Governor’s budget presented; grant application is posted
March	Grant applications are due
January - May	Legislative session and passage of final budget bill for legislative funding
June	Grant awards are made

**IV. CONTACT**

Program Administrator [Bridget Gernander](#)

**V. APPROVAL**

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State Board of Civil Legal Aid, Chair

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Date