

Effective Date: 7/1/2019

Review Date: 9/4/2019

Revised Date:

North Sound Behavioral Health Administrative Services Organization, LLC

Section 3000 - Fiscal: Budget Modification

Authorizing Source:

Approved by: Executive Director Date: 9/4/2019

Signature:

POLICY #3005.00

SUBJECT: BUDGET MODIFICATION

POLICY

The Board of Directors (BOD) authorized all budgets and delegates implementation to the Executive Director.

Under the authority of the BOD, the Executive Director will authorize all changes to the original annual budget within the budget categories of personnel benefit, maintenance and operations and capital expenditures.

The BOD will review and authorize all changes to the original budget regarding transfers between the budget categories of personnel benefits, maintenance and operation and capital expenditures or changes in total allocation resulting in increased funding or funding reductions. Changes to personnel, capital expenditures and increased funding or funding reductions resulting in changes in the total allocation must be noted in the CAEC minutes.

PROCEDURE

Changes to the original annual budget will be initiated at the request of the Executive Director, or the Financial Officer.

Appropriate documentation will be prepared by the Financial Officer and reviewed by the Executive Director. Documentation may include expenditure and revenue analysis, budget comparisons, salary and personnel benefit worksheets, or any other documentation as deemed necessary.

Completed modification documentation will be submitted to the Executive Director for review. Modifications to staff salaries and/or equipment purchases will be presented by the Executive Director to the BOD for review and approval prior to implementation of the change.

Once the modification is approved, the documentation, with proper authorization, will be returned to the Financial Officer. The Financial Officer will then initiate the changes to the affected ledgers.

ATTACHMENTS

None