

Effective Date: 12/24/2019

Review Date: 12/24/2019

Revised Date: 12/24/2019

North Sound Behavioral Health Administrative Services Organization, LLC

Section 3000 – Fiscal: Cash Disbursements

Authorizing Source:

Approved by: Executive Director Date: 12/24/2019

Signature:

POLICY #3006.00

SUBJECT: CASH DISBURSEMENTS

POLICY

North Sound Behavioral Health Administrative Services Organization (North Sound BH-ASO) shall maintain adequate controls over disbursement of funds.

PROCEDURES

All invoices from both vendors and subcontractors shall be reviewed and approved by either the Executive Director or the Board of Directors (BOD) approved signers. Approval shall be noted by initialing or signing and dating the original document.

All invoices received will be date stamped by the front desk and delivered to the fiscal department. The invoice shall then be coded by the Accounting Specialist and will be input into Skagit County's accounts payable system. The designated Fiscal Officer or designee will review and initial the invoices. If problems are found, they will be resolved before the approval process. The invoice will then be copied for North Sound BH-ASO records and the original will be submitted to the Skagit County Auditor's Office for verification, review and payment. All invoices under \$5,000 will require one (1) signature. All invoices over \$5,000 will require two (2) signatures.

The Fiscal Department will create a motion listing claims paid and payroll expenses to be presented at the monthly BOD meeting for their review and approval.

Invoices and/or data that do not meet North Sound BH-ASO payment standards or have unresolved issues will be held until resolved. Any longstanding payment issues will be communicated to the leadership team. Contracted providers may invoke the contract dispute resolution clause in the contract at any point in the process.

Warrants will be issued by the Skagit County Auditor's Office. At month end, all invoices submitted for payment are reconciled with the Skagit County Auditor's monthly report. Any variance will be researched and corrected at the time of reconciliation.

ATTACHMENTS

None