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Revised Date: 5/5/2023

## **North Sound Behavioral Health Administrative Services Organization, LLC**

Section 3000 – Fiscal: Cash Disbursements

Authorizing Source:

Approved by: Executive Director      Date: 5/16/2023

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 document.

All invoices received by mail will be date stamped by the front desk and delivered to the fiscal department. Invoices 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 designee will sign the Accounts Payable Certification form and the invoices will then be copied for North Sound BH-ASO records. 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. If, upon review, the Board disapproves some claims, the Fiscal Officer will recognize such claims as receivables of the ASO and pursue collection until the disapproved amounts are collected or until the Board is satisfied and approves the claim.

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