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North Sound Behavioral Health Administrative Services Organization, LLC

Section 4500 – Advisory Board: Development of Annual Advisory Board Expense Projection

Authorizing Source:

Approved by: Executive Director Date: 3/7/2023

Signature:

POLICY # 4509.00

SUBJECT: DEVELOPMENT OF ANNUAL ADVISORY BOARD EXPENSE PROJECTION

PURPOSE

The purpose of this document is to govern the development of the Advisory Board annual estimated budget and use of funds.

It is intended that all policies and procedures set down comply with the policies and procedures of the North Sound Behavioral Health Administrative Services Organization (North Sound BH-ASO), the State of Washington, and the US Federal Government. If a conflict occurs between policies and procedures in this document and those of the North Sound BH-ASO and State/Federal Government, the policies and procedures of the North Sound BH-ASO and the State/Federal governments will have precedence and will apply

POLICY

The initial estimation of the annual budget of the North Sound BH-ASO Advisory Board will be presented for discussion to the Executive Committee of the Advisory Board no later than November each year, presented in its revised form for discussion to the full Advisory Board in November and voted on in final form in November. The Advisory Board Executive Committee will have developed its projected expenses for the coming year to present for approval by the North Sound BH-ASO Board of Directors (BOD) at their November meeting.

PROCEDURE

The Advisory Board shall itemize the projected operating costs of its members and North Sound BH-ASO individual participation. The recommended expenses shall be incorporated into the North Sound BH-ASO annual proposed budget and presented by North Sound BH-ASO staff to North Sound BH-ASO Board of Directors Governance and Operations in November of each year.

ATTACHMENTS

None