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Revised Date: 6/19/2018
Review Date: 6/19/2018

North Sound Behavioral Health Organization

Section 3000 – Fiscal: Financial Reporting

Authorizing Source:

Cancels:

See Also:

Responsible Staff: Fiscal Officer

Executive Director's Signature:

Approved by: Board of Directors

Motion #: 98-072

Date: 11/19/1998

Date: 6/21/2018

POLICY #3016.00

SUBJECT: INTERNAL FINANCIAL REPORTING

POLICY

Monthly financial reports shall be prepared for review by the Executive Director, County Authorities Executive Committee (CAEC) and full CAEC.

PROCEDURE

The Fiscal Officer shall prepare monthly financial statements based on the activity of the North Sound Behavioral Health Organization (North Sound BHO) and its programs. These reports will be submitted to the Executive Director, CAEC and the full CAEC for their review at the monthly meeting.

The reports will include an administrative expenditure report by expense object and comparison of budget to actual revenues and expenditures. These reports will reflect the current month's activity and year-to-date activity.

The Fiscal Officer shall prepare and present to the CAEC for their review, a listing of monthly warrants paid, time sheets and payroll reports for the Executive Director and expense reports for the Executive Director. The CAEC reviews and approves/disapproves the Executive Director's time sheets and expense reports.

The Fiscal Officer shall prepare and provide a monthly report to the full CAEC outlining all major developments and issues of a fiscal nature that have occurred during the past month. The CAEC will determine what issues are to be brought to the full CAEC.

Special financial reports may be prepared at the request of the Executive Director, CAEC, or the full CAEC.

ATTACHMENTS

None