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Revised Date: 4/25/2017
Review Date: 4/25/2017

North Sound Behavioral Health Organization

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

Authorizing Source:

Cancels:

See Also:

Responsible Staff: Administrative Manager,
Advisory Board Coordinator

Executive Director Signature:

Approved by: Board of Directors

Date: 4/16/2001

Motion #: 01-025

Date: 4/28/2017

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 Organization (North Sound BHO), 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 BHO and State/Federal Government, the policies and procedures of the North Sound BHO and the State/Federal governments will have precedence and will apply.

POLICY

The initial estimation of the annual budget of the North Sound BHO Advisory Board will be presented for discussion to the Executive-Finance 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-Finance Committee will have developed its projected expenses for the coming year to present for approval by the North Sound BHO County Authorities Executive Committee at their November meeting.

PROCEDURE

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

ATTACHMENTS

None