

Effective Date: 11/19/1998, Motion #98-072
Revised Date: 1/11/2017
Review Date: 1.11/2017

North Sound Behavioral Health Administration

Section 3000 – Fiscal: Budget Modification

Authorizing Source:

Cancels:

See Also:

Responsible Staff: Fiscal Officer

Executive Director Signature:

Approved by: Board of Directors

Motion #: 98-072

Date: 11/19/1998

Date: 1/11/2017

POLICY #3005.00

SUBJECT: BUDGET MODIFICATION

POLICY

The Executive Committee authorized all budgets and delegates implementation to the Executive Director.

Under the authority of the County Authorities Executive Committee (CAEC), the Executive Director will authorize all changes to the original annual budget within the budget categories of personnel benefit, maintenance and operations and capital expenditures.

The CAEC will review and authorize all changes to the original budget regarding transfers between the budget categories of personnel benefits, maintenance and operation and capital expenditures or changes in total allocation resulting in increased funding or funding reductions. Changes to personnel, capital expenditures and increased funding, or funding reductions resulting in changes in the total allocation must be noted in the CAEC minutes.

PROCEDURE

Changes to the original annual budget will be initiated at the request of the Executive Director or Financial Officer.

Appropriate documentation will be prepared by the Financial Officer and reviewed by the Executive Director. Documentation may include expenditure and revenue analysis, budget comparisons, salary and personnel benefit worksheets, or any other documentation as deemed necessary.

Completed modification documentation will be submitted to the Executive Director for review. Modifications to staff salaries and/or equipment purchases will be presented by the Executive Director to the CAEC for review and approval prior to implementation of the change.

Once the modification is approved, the documentation, with proper authorization, will be returned to the Financial Officer. The Financial Officer will then initiate the changes to the affected ledgers.

ATTACHMENTS

None