

Effective Date:
Revised Date:
Review Date:

North Sound Mental Health Administration

Section 3000 – Fiscal: Fiscal Monitoring

Authorizing Source:
Cancels:
See Also:
Responsible Staff: Fiscal Officer

Approved by: Board of Directors
Motion #: 98-072

Date: 11/19/98

POLICY #3017.00

SUBJECT: FISCAL MONITORING

POLICY

All agencies providing mental health services on behalf of the NSRSN will be monitored for fiscal compliance on an annual basis.

PROCEDURE

Each agency providing mental health services under contract with the NSRSN shall be monitored on an annual basis for fiscal compliance using a format established by the North Sound Regional Support Network. The monitoring shall include, but not be limited to:

1. A review of agency policies and procedures;
2. Timesheets;
3. Personnel files;
4. Payroll;
5. Inventory;
6. Current financial statements;
7. Organizational charts;
8. Chart of accounts;
9. Petty cash;
10. Purchasing;
11. Cash receipts and disbursement systems;
12. Annual audit;
13. Cost allocation plan; and
14. Validation of submitted reimbursement request to the Network.

The monitoring shall be performed by the Chief Financial Officer or his/her designee. Each county will be provided a schedule of the monitoring dates and may participate in the monitoring. The visit shall be scheduled to coincide with programmatic monitoring so as not to inconvenience the agency more than necessary.

The monitoring visit shall be done in four (4) steps:

1. An entrance interview with the agency Director or his/her designee;
2. Review of all systems and validation of source documentation;
3. Interviews and discussions with involved employees; and
4. The exit interview where recommendations will be discussed.

Once completed, a written report will be prepared and submitted to the Executive Director of the agency within 30 days. The report consists of five (5) sections:

1. Scope of review;
2. Summary of review;
3. Findings and recommendations;
4. Corrective action plan; and
5. Follow up schedule.

The provider will have 30 days to respond to any recommendations mentioned in the report.

The report becomes a permanent part of the provider's file and will be reviewed during the NSRSN's annual audit.

ATTACHMENTS

None