

Madison County Public Health

SUBJECT: FINANCIAL PLANNING

FM 27

APPROVED DATE: 3/4/2008

APPROVED BY: BOARD OF HEALTH

REVIEWED DATE: 3/2010; 3/11: 1/10/2012

REVIEWED BY: BOARD OF HEALTH

EFFECTIVE DATE:

SCOPE OF PRACTICE: Administrative, office staff

POLICY:

Public health personnel implement a financial planning process, which includes budget preparation and effective accounting systems.

PROCEDURE:

1. The governing board appoints the public health administrator to prepare a yearly budget plan.
2. Public Health Administrator submits agency objectives including the budget recommendations to the Board of Health for approval annually.
3. Budget planning will include all anticipated expenses and income related to items, which would, under generally accepted accounting principles, be considered income and expense items.
4. Budget plan will include an annual operating budget of all anticipated income and expenses.
5. After the budget has been prepared, it will be presented to the Board of Health for approval annually.
6. The Board will also review salary schedules and employee benefits as part of the overall *budget planning process*.
7. Public Health Administrator will monitor cash flow, actual expenditures and revenue, and cost analysis studies and report to the Board of Health at least bi-monthly the agencies' financial status.
8. Administrator may sign payment vouchers for expenditures with governing board's approval at the next regular meeting, with the exception of major purchases or items not listed in the original budget. All expenditures will be included in financial report to the Board of Health.
9. Board of Health will review client sliding fee schedule annually.
10. All financial policy/procedure will be reviewed annually.