

SUBJECT: ANNUAL OPERATING BUDGET PROTOCOL

EFFECTIVE
DATE: 04-05-11 (replaces 01-28-10)

APPROVED BY:

Reviewed (no changes): _____

Executive Director

POLICY

The purpose of this policy is to define the protocol utilized by this organization to develop an annual budget and the strategy used to monitor the implementation of the budget.

It is the policy of McIntosh Trail CSB to purchase the insurance coverage levels designated within the annual allocations of the Regional Board contract. This includes liability (for employees and Board), fidelity bond, Workers' Compensation, and unemployment insurance.

PROCEDURE

1. In most departments, original budgets are developed by the Chief Financial Officer in consultation with the department managers.
2. Assumptions on which the budget is built will be documented, to include but not limited to, the approved amount of inflation, ability of the department to respond to new service needs as determined by strategic and operational planning, consumer and family satisfaction assessment data, and plans for utilization of prior year funds.
3. Organizational performance improvement, risk management issues, and utilization review data will be considered as budgets are formulated.
4. Department budgets are approved by Chief Financial Officer, the Executive Director, and the Board.
5. Budget revisions are developed as needed during the year by the Chief Financial Officer in collaboration with the department managers. Revisions are approved by the Executive Director and forwarded to the Financial Resources Department for official action. The Board is advised of any unusual aspects of the revision, if any.
6. Actual expenditures and revenues are monitored at the local level by each department manager, by Chief Financial Officer, and by Leadership Team. Department Managers, individually and as a team, identify appropriate responses for variances with a potential negative effect.