

Great Rivers Behavioral Health Administrative Services Organization

Policy Title: Budget Modification	Policy No. 1004.00
Category: Administrative	Date Adopted: 01/10/2020 Date Revised: Date Reviewed:
Reference: Budget Accounting and Reporting System Washington Administrative Code	

Policy:

- 1.1. The Great Rivers Behavioral Health Administrative Service Organization ("Great Rivers BH-ASO") Governing Board shall adopt all budgets and delegates implementation to the Great Rivers Chief Executive Director (CED).
- 1.2. The Great Rivers BH-ASO Governing Board will review annually or more frequently as needed and authorize all changes to the original budget regarding personnel and equipment or changes in total allocation resulting in increased funding or funding reductions.

Procedure:

- 2.1. Changes to the original budget will be initiated at the request of the Great Rivers BH-ASO CED or the Great Rivers BH-ASO Fiscal Manager.
- 2.2. Appropriate documentation will be prepared by the Great Rivers BH-ASO Fiscal Manager and reviewed by the Great Rivers BH-ASO CED. Documentation may include expenditure and revenue analysis, budget comparisons, salary and personnel benefit work sheets, or any other documentation as deemed necessary.
- 2.3. Completed modification documentation will be submitted to the Chief Executive Director for review. Modifications to staff compensation plans and benefit plans and/or purchases over \$25,000, not already included in approved contracts, will be presented by the Chief Executive Director, or their designee to the Great Rivers BH-ASO Governing Board for review and approval.
- 2.4. Once the modification is approved, the documentation, with the proper authorization, will be returned to the Great Rivers BH-ASO Fiscal Manager who will then initiate the changes to the affected ledgers.

POLICY SIGNATURE

DocuSigned by:

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 Edna J. Fund, Chair
 Great Rivers BH-ASO Governing Board

4/14/2020

 Date