

Policy 2.2

POLICY TITLE:	APPROVAL OF DISBURSEMENTS	POLICY #2.2	ADAPTED FROM	
Topic Area:	FINANCIAL MANAGEMENT	Page 1 of 1	REVIEW DATES	
Applies to:	All CMHSP Programs	ISSUED BY: Chief Executive Officer	12/19/2013	1/1/2015
			3/3/2020	
Developed and Maintained by:	LRE CEO and Finance ROAT	APPROVED BY: Board of Directors		
Supersedes:	N/A	Effective Date: January 1, 2014	Revised Date:	

I. POLICY

To provide for the approval of disbursements by the Lakeshore Regional Entity Board, the Lakeshore Regional Entity Board hereby adopts the following policy concerning Board approval of disbursements:

- A. Prior Board approval is not required for disbursements of previously appropriated funds. "Appropriated funds" includes funds approved by the Board for expenditure in the current fiscal year pursuant to the Board's budget approval process
- B. All expenditures not approved prior to disbursement shall be submitted for Board approval as soon as reasonably practicable after payment is made, and in all events by the second regular Board meeting following the month in which the disbursement was made.
- C. At each regular meeting of the Board, the Board shall be presented with a summary of all expense incurred during the reporting period. In addition, information on revenue and variance reports will be provided to the Board.
- D. Board approval shall be required prior to disbursement of appropriated funds if the disbursement is for a different purpose than that approved as part of the budget process.