

Wood County Alcohol, Drug Addiction and Mental Health Services Board

Policy 5

BOARD FUND BALANCE

Purpose

To annually establish a Board minimum fiscal reserve ensuring the systems stability through fiscal limits on the Board unallocated reserve fund balance. The intended outcome of this policy, will enable the Board to strategically plan annual allocations and to affect the Boards long term decision making regarding fiscal projections.

Policy

It is the policy of the Board that a minimum Board reserve be established annually. The necessary parameters of the policy shall include:

- A) An amount equal to at least a one month allocation advance to all funded providers
- B) A sixty (60) day advance for Board operations

Responsibilities

Board

The Board shall be responsible for:

- A) Review the policy annually in advance of developing allocation parameters for the next fiscal year.
- Delegate discussion criteria to the Finance and Administration Committee to develop recommendations to the full Board.
- B) Monitor the minimum Board balance through monthly review of the Board financial statements.

Executive Director

The Executive Director shall be responsible for:

- A) Preparation of monthly financial statements and review the end of the month Board fund balance.
- B) Financial planning documents and analysis from which the Finance and Administrative Committee can develop recommendations to the full Board for consideration.