

POLICIES AND PROCEDURE MANUAL

Chapter:	Finance		
Title:	Internal Budgeting Procedure		
Policy: <input type="checkbox"/>	Review Cycle: Biennial	Adopted Date: 04.01.2022	Related Policies: Financial Management
Procedure: <input checked="" type="checkbox"/>	Author: Financial Manager	Review Date: 05.09.2023	
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Purpose

MSHN is required to develop a budget annually and present to the Board of Directors for approval prior to the beginning of the fiscal year.

Procedure:

In July of each year, the Financial Manager conducts meetings with MSHN Chiefs, Directors and Administrators to discuss operational plans for the upcoming fiscal year for the purpose of developing the annual budget. Discussions include, but are not limited to, department staffing needs, administrative contracts, staff licensure and training needs, work-related travel needs, and any other financial considerations to conduct strategic plan objectives. During these annual meetings, the current year budget is reviewed to determine if any amendments are needed.

The Financial Manager will calculate revenues using the information available such as capitation rates, grant awards, and other anticipated revenues. The budget for CMHSP and Substance Use Disorder service-related expenses will be determined based on submitted requests and/or historic service utilization.

Once the budget has been developed, the Financial Manager presents a draft to MSHN's Leadership Team and Finance Council. The Chief Financial Officer presents the draft budget to Operations Council during August for review and feedback and then to MSHN's Board of Directors in September.

Applies to

- All Mid-State Health Network Staff
- Selected MSHN Staff, as follows: Chiefs, Directors, Administrators and Finance Staff
- MSHN CMHSP Participants: Policy Only Policy and Procedure
- Other:

Definitions

Other Related Materials

References/Legal Authority

Uniform Budgeting and Accounting Act, Act 2 of 1968, as amended

Change Log:

<u>Date of Change</u>	<u>Description of Change</u>	<u>Responsible Party</u>
04.01.2022	New Procedure	Financial Manager
01.2023	Procedure Update	Chief Financial Officer