

WEST CONTRA COSTA HEALTHCARE DISTRICT

BOARD POLICY Section II - #6	Page 1 of 1
	Effective Date: 11/21/95
Subject: Budget: Preparation & Supervision	Revised Date: 05/23/12
	Approved By:

The Board Of Directors delegates to the Governing Body the oversight of Annual Budget Preparation and Supervision. The Chief Executive Officer and Chief Financial Officer shall prepare an annual budget proposal.

The Governing Body shall review the proposed annual budget at its regularly scheduled meeting prior to the end of each fiscal year.

Once the budget has been adopted, the Governing Body shall monitor the budget on a monthly basis at its regularly scheduled meeting.

The Chief Executive Officer shall facilitate an audit of the books at the close of each fiscal year.

The completed audit shall be reviewed and accepted by the Governing Body at its regularly scheduled meeting.

Adapted from California Special Districts Association Sample Policy Handbook