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|  BUDGET MANAGEMENT FOR SUPERVISORS AND DEPARTMENT HEADS | NO. 320 |
| POLICY:In order to provide high standards of rehabilitation care at the lowest possible cost, a basic plan is essential; a plan through which expenditures and revenue from sources may be forecasted and controlled. This basic plan, expressed in quantitative terms, is the budget. Each cost center in the facility is responsible for a projected budget for the coming year. It is the responsibility of the Supervisor to provide input for the projected budget for the coming year, as well as submit suggestions to the Administrator during the budget process.PROCEDURE:The Department Head shall regularly monitor the:1. Ordering of supplies2. Direct purchase of items3. Monies spent on educational seminars and travel expenses.4. Cost for maintenance repairs and contractual costs5. Renovation of cost center areas6. Incurred overtime7. Contractual costs8. Accurate and up-to-date records should be maintained for the above areas indicating dates, amount of monies spent, etc. |
| Approved: | Effective Date: 3/86 | Revision Date:9/08; 3/17 | Change No.: | Page: 1 of 1 |