

Fiscal and Fiduciary Responsibility AD.F10

POLICY:

The Board of Directors, hospice Executive Director, and senior management demonstrate fiscal and fiduciary responsibility for the hospice program.

PROCEDURE:

1. The Operating Budget, Capital Expenditure Plan, and financial policies and practices are prepared under the direction of the Finance Committee appointed by the Board of Directors and are reviewed annually by the committee and approved and monitored by the Board of Directors.
2. The Annual Operating Budget includes all anticipated income and expenses and reflects the scope of the organization's services. The hospice Executive Director is responsible for submission of the Annual Budget to the Board of Directors for action no later than four weeks before the start of the fiscal year.
3. The Accounting Firm prepares a report of the organization's financial condition, including, but not limited to, income and expenses and balance sheet that is provided to the Executive Director presented at each regularly scheduled meeting of the Finance Committee and the Board of Directors.
4. Accounts Payable and Accounts Receivable records are maintained according to generally accepted accounting principles. Accounts are maintained and reports prepared on the accrual basis of accounting. A Chart of Accounts is maintained for the purpose of tracking financial activities and accounts may neither be added nor deleted without the approval of the Chief Financial Officer or designee.
5. Financial records are retained in accordance with State and Federal requirements.
6. A Medicare hospice cost report is filed with the fiscal intermediary no later than the last day of the fifth month following the end of the fiscal year.
7. The Board of Directors hires a Certified Public Accountant on an annual basis to audit the organization's financial records.

Created:	Reviewed:	Revised:	Effective:
04/2018	09/2018		4/2019