

**MENTAL HEALTH & RECOVERY
SERVICES BOARD OF LUCAS COUNTY**

Board Expenditures Approval

**COQ: VII-A.7
Effective: 9/1/15
Supersedes: 1/1/14**

POLICY

The Mental Health and Recovery Services Board of Lucas County authorizes its Executive Director, or persons authorized by the Executive Director, to be the sole signature necessary for the approval of Board expenditures as defined by the following procedure. The Executive Director is authorized to approve any expenditure that is (1) for an out-of-county agency providing crisis services for a Lucas County resident, (2) previously approved by the Mental Health and Recovery Services Board of Lucas County, or (3) approved as part of the Board Administrative Budget.

ACCOUNTABILITY:

Executive Director and Associate Executive Director

PROCEDURE

1. The Finance Manager prepares vouchers for all potential expenditures on a weekly basis.
2. All potential expenditures are reviewed and signed with initial approval by the Associate Executive Director to ensure that all items are related to previously approved Board decisions to disburse funds. Potential expenditures are entered into the county Enterprise Resource Planning (ERP) system and an Outstanding Encumbrances Report is generated.
3. The Executive Director, or designee, reviews and signs the Outstanding Encumbrances Report as authorization for payment. Any line items not approved by the Executive Director or designee will be deleted from the county ERP system and not processed for payment. The detailed vouchers are then taken to the Lucas County Auditor's office for disbursement of funds.
4. A Schedule of Bills report detailing all disbursement of funds for the month is prepared, then signed by the Executive Director, or designee, and is included in the monthly board packet for ratification by the Board of Trustees.

Approved:


Scott A. Sylak, Executive Director


Date