



*Live Well. Health Matters.*

**POLICY TITLE:** BUDGET PREPARATION  
**POLICY NUMBER:** 6120

**COMMITTEE APPROVAL DATE:** 11/15/2023    **WRITTEN/REVISED BY:** M.SUUA  
**BOARD APPROVAL DATE:** 11/15/2023    **SUPERSEDES:** 06/24/2020

---

**POLICY:**

**6120** It is the policy of the Beach Cities Health District's ("District") Board of Directors to maintain Board-level oversight of District expenditures through budgetary controls.

**6120.1** It is the policy of the District to have a balanced operating budget, where District revenues pays for District operating expenditures on an annual basis, unless special considerations are acknowledged and approved by the District's Board.

**6120.2** It is the policy of the District's Board of Directors, in making decisions affecting the District's long-term fiscal health, to make every effort to consider the District's financial reserves, the effect of inflation, and foreseeable future budgetary activity when reviewing budgets and approving expenditures to have a balanced operating budget.

**Guidelines:**

**6120.3** An annual budget proposal shall be prepared by department heads, with the process directed and coordinated by the Chief Finance Officer (CFO), subject to the approval of the Chief Executive Officer (CEO). While the CEO has discretionary approval authority of expenditures by resolution, monthly controls and financial reporting are to be put in place giving each department head responsibility for controlling expenditures for their own department.

**6120.4** The District begins the budget preparation by holding a Strategic Planning meeting open to the public, in accordance with the Brown Act.

**6120.5** Prior to review by the Board of Directors, the Board's Finance Committee shall meet with the CEO, CFO and department heads to review and discuss the annual budget proposal, in a meeting open to the public, in accordance with the Brown Act.

**6120.6** The proposed annual budget as recommended by the Finance Committee shall be reviewed by the Board at one of its meetings during the last quarter of every year prior to the Fiscal year commencing July 1st, unless otherwise scheduled by the Board, also in a meeting open to the public, in accordance with the Brown Act.

**6120.7** The proposed annual budget, as amended by the Board during its review, shall be adopted by Board Resolution during the last quarter of every year prior to the Fiscal year commencing July 1st, unless otherwise scheduled by the Board, in a meeting open to the public, in accordance with the Brown Act.