



*Live Well. Health Matters.*

**POLICY TITLE:** DISBURSEMENT OF FUNDS  
**POLICY NUMBER:** 6140

**COMMITTEE APPROVAL DATE:** 11/15/2023    **WRITTEN/REVISED BY:** M.SUUA  
**BOARD APPROVAL DATE:** 11/15/2023    **SUPERSEDES:** 03/23/2016

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**POLICY:**

**6140** It is the policy of the Beach Cities Health District’s Board of Directors to prudently disburse funds of the Beach Cities Health District (“District”) in order to maintain Board-level oversight.

**6140.1** The objective is to maintain Board-level oversight of financial transactions and require Board signatures only on checks for infrequent and high dollar disbursements.

**6140.2** It is intended that this policy cover all accounts and disbursement activities of the District.

**GUIDELINES:**

**6140.3** Authorized signers on District bank accounts are designated board members, the Chief Executive Officer (CEO) and Chief Financial Officer (CFO). In the absence of the CEO, either the Chief Health Operations & Communications Officer or the Chief Programs Officer are authorized signers on District bank accounts. In the absence of CFO, the Controller is an authorized signer on District bank accounts.

**6140.4** Checks and Automated Clearing House (ACH) transfers over \$10,000 are to have 2 signatures; checks and ACH transfers over \$50,000 are to have 3 signatures unless pre-approved ongoing payments (e.g., ADP portal and CalPERS).

**6140.5** Checks payable to a check signer are to be signed by others.