
Fiscal Management

Federal Regulations:	Effective Date: February 27, 2023
State Regulations: CA Article 6, Section 6.1 TX 97.252	Revision Date(s): February 27, 2023

PURPOSE: To describe Hospice’s budgeting process.

POLICY: Hospice’s annual budget is developed in collaboration with management and staff members and under the direction of the Governing Body.

PROCEDURE:

- 1) The budgeting process occurs on at least an annual basis.
- 2) The budget includes projected revenue and expenses for programs and service/care provided.
- 3) The budget is reflective of Hospice’s service/care, strategic plan, and programs.
- 4) The Administrator and leadership team
 - a) Develop the budget.
 - b) Provide periodic review of actual to budgeted expenses and revenues.
- 5) The Governing Body approves the final budget.

Financial Solvency

- 6) Hospice must have sufficient funds to meet its payroll.
- 7) Hospice must not intentionally or knowingly pay employees with checks from accounts with insufficient funds.
- 8) Hospice must maintain business records in their original state. Each entry is accurate and dated with the date of entry. Correction fluid or tape may not be used in the record. Corrections must be made in accordance with standard accounting practices.

Texas Only

- 1) Hospice must make available to the Texas Department of Aging and Disability Services (DADS) upon request, business records relating to its ability to carry out its functions. If there is a question relating to the accuracy of the records or the agency’s financial ability to carry out its functions, DADS or its designee may conduct a more extensive review of the records.