

## Valleywise Health Administrative Policy & Procedure

**Effective Date:** 09/06

**Reviewed Dates:** 02/11, 01/13, 10/19

**Revision Dates:** 02/09, 02/10, 01/15, 11/15, 09/17

**Policy #: 99014 G – Finance**

**Policy Title: Budget ~ Operating and Capital**

**Scope:**  **District Governance (G)**  
 **System-Wide (S)**  
 **Division (D)**  
 **Multi-Division (MD)**  
 **Department (T)**  
 **Multi-Department (MT)**  
 **FQHC (F)**

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### **Policy:**

The Board of Directors has the responsibility to understand and approve the budgets. Assumptions and constraints are approved by the Board early in the budget process and must be in agreement with the Maricopa County Special Health Care District's financial and strategic plans. District management has the responsibility to develop the details of the budgets.

The District is required by law to use a budgeting process. The District must develop and adopt a proposed budget on or before July 10 for submission to the Maricopa County Board of Supervisors, and other entities as required by law.

The budget shall consist of at the very least, a one (1) year operating budget, a one (1) year capital budget, and a one (1) year cash flow budget.

**Operating Budget** – The operating budget shall cover one (1) year and represent the day-to-day operations of the District.

**Capital Budget** – The capital budget shall consist of capital items as defined by the District's capital policy.

**Cash Flow Budget** – The cash flow budget shall cover one (1) year and represent the cash results of day-to-day operations.

**Public Hearing** - The District shall hold at least one (1) Public Hearing to review the recommended Operating and Capital budgets prior to the Board approving the budgets.

**Tax Levy** - The District shall also prepare a report of the operation of the District for the past year and a written statement of the amount of money needed to be raised by taxation to meet its operational, strategic, and reserve requirements. The report and written statement must be submitted to the Maricopa County Board of Supervisors on or before July 15.

**References:** District policy # 10000 S – Fixed Asset Capitalization

**Valleywise Health Policy & Procedure - Approval Sheet**  
(Before submitting, fill out COMPLETELY.)

**POLICY RESPONSIBLE PARTY:** Maricopa County Special Health Care District  
Board of Directors

**DEVELOPMENT TEAM(S):** Clerk's Office

**Policy #:** 99014 G – Finance

**Policy Title:** Budget ~ Operating and Capital

**e-Signers:** Melanie Talbot, Chief Governance Officer and Clerk of the Board

**Place an X on the right side of applicable description:**

**New -**

**Retire -**

**Reviewed - X**

**Revised with Minor Changes -**

**Revised with Major Changes -**

**Please list revisions made below:** (Other than grammatical changes or name and date changes)

**Reviewed and Approved by in Addition to Responsible Party and E-Signer(s):**

**Committee:** N/A

**Committee:** N/A

**Committee:** N/A

**Reviewed for HR:** N/A

**Reviewed for EPIC:** N/A

**Other:** N/A

**Other:** N/A

**Other:** N/A