

**DEPARTMENT OF HEALTH SERVICES**  
**COUNTY OF LOS ANGELES**



**SUBJECT:** DEVELOPMENT OF OPERATING BUDGET

**POLICY NO. 501**

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**PURPOSE::** To outline the aim, function, and development of the Department's operating budget.

**POLICY::** The Departs shall prepare an annual budget request which outlines an operating plan pursuant to Department goals and objectives for the ensuing fiscal year.

The Deputy Director of Finance shall issue annual budget instructions which promote extensive participation by the Department's administrative and fiscal managers. Detailed budget instructions shall be prepared by the Controller's Division.

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**EFFECTIVE DATE:** Mar 01, 1998

**SUPERCEDES:** January 5, 1976

**APPROVED:** Signature on File

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