



# Department of Finance POLICY AND PROCEDURE

POLICY NUMBER: 1018  
VERSION: 1

## SUBJECT: Monthly Financial Reporting and Forecasting Preparation/Submission

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**PURPOSE:** To report monthly the revenue, expenditures, workload statistics and financial condition of the Ambulatory Care Network (ACN), Antelope Valley Area (AVA) to management and Health Services Administration (HSA).

**PROCEDURE:**

1. Complete the monthly financial and workload reports in accordance with instructions received from the Director of Finance, HSA (located behind sample report).
2. Distribution by email:
  - a. ACN Controller’s Division Analyst, 313 N. Figueroa, Room 534, Los Angeles, CA 90012.
  - b. AVA Chief Executive Officer, Chief Financial Officer, Expenditure Manager, Budget Officer and file.

(See sample Monthly Financial Forecast attached.)

Approved By: Candy Smith (FISCAL OFFICER II, HEALTH SERVICES)	
Date: 05/15/2014	Original Date: Not Set
Reviewed: 05/15/2014	Next Review Date: 05/15/2015
Supersedes:	