



**RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER
FINANCE DEPARTMENT POLICY & PROCEDURE**

SUBJECT: **FINANCE DEPARTMENT POLICIES &
PROCEDURES**

Policy No: **101.1**
Revision No.: **3**
Revision Date: **March 2001**
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I. **PURPOSE:**

To promulgate the policies & procedures pertaining to the activities of the Finance Department at Rancho Los Amigos National Rehabilitation Center. This manual is designed to communicate official policies & procedures of the department to supervisors & employees. This manual does not provide all the detailed answers to questions which may arise. Information provided in this manual is a guide to situations which occur most frequently and should serve to reinforce good management decision making.

II. **PREPARATION OF MATERIAL:**

Various parts will be prepared by the Administrative office in Finance. Proposed Policy & Procedures will be submitted to Finance Administration for approval of material & editing prior to distribution. All Section Heads will be responsible to report any errors or changes in published parts, and changes in policy or procedure which should be included in this manual in order to remain current. Such changes may be made by issuing a new section or Policy number.

III. **MAINTAINING THE MANUAL:**

Sections of this manual are designated by Arabic numbers and are to be filed in numerical sequence. Finance Administration will be responsible for the maintenance & distribution of the manual. It should be the responsibility of the Section Heads to maintain the accuracy & currency of the Finance Policies & Procedures.

IV. **DISTRIBUTION:**

Revisions of this manual will be distributed to each section of Finance upon approval so that a complete manual will be available to each area within the Finance Department.

V. **EFFECTIVE DATES:**

Unless otherwise specifically indicated, the effective date for policies & procedures outlined will be the date shown in the lower left-hand corner of the first sheet of each part.

VI. **AUTHORITY OF MANUAL:**

The policies contained in this manual are official and are to supersede any policies published prior to the printing of this manual.

Cross reference: RLANRC Policy #A100

VII. **ADDITIONAL SOURCES:**

For policies not addressed in this Finance manual, please refer to the Rancho Los Amigos National Rehabilitation Center's Administrative Policy manual, the Department of Health Services' Policy manual located in the Administrative Office of Finance.