



Rancho Los Amigos National Rehabilitation Center

FINANCE ADMINISTRATION

POLICY AND PROCEDURE

**SUBJECT: RESPONSES TO INQUIRIES FROM THE BOARD
OF SUPERVISORS**

Policy No.: 101.23

Supersedes:
Revision Date: March 1999
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I. PURPOSE:

To ensure Finance Department staff is aware of the procedures to follow if contacted by a member of the Board of Supervisors.

II. POLICY:

The Finance Department operates under DHS Policy #745 and #745.1 and DHS Secretarial Manual, Chapter 8, provides instruction for preparing memos to the Board of Supervisors.

Reference: DHS Policy #745.1
DHS Secretarial Manual, Chapter 8