



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

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SUBJECT: **PLAN FOR INTERNAL CONTROL**

Policy No: **101.6**  
Revision No.: **2**  
Revision Date: **February 2000**  
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I. **PURPOSE:**

To ensure the proper internal control of the Finance Department.

II. **POLICY:**

Regularly scheduled meetings among the Finance Administrative staff will be conducted to maintain the internal control of the Finance Department.

The following meetings will be conducted at regular intervals:

III. **ONE ON ONE MEETINGS (as needed):**

Attendees: Chief Financial Officer; Controller; Revenue Director; Director of Patient Financial Services; Director of Patient Accounts; Director of Revenue Documents.

Further internal control is enhanced by:

**FINANCIAL MANAGEMENT COMMITTEE (monthly):**

Division Chiefs; Associates of Finance; Directors of Ambulatory and Preventive Health Centers.

**REVENUE MANAGERS' MEETING (monthly):**

Revenue Managers

**EXPENDITURE MANAGERS' MEETING (monthly):**

Expenditure Managers

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COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

EFFECTIVE DATE: January 1, 1992

Reviewed: April 2003  
Reviewed: July 2004  
Reviewed: November 2005

APPROVED BY: