

DEPARTMENT OF HEALTH SERVICES
COUNTY OF LOS ANGELES**SUBJECT:** BUDGET/BUDGET ADJUSTMENT APPROVAL
PROCESSES**POLICY NO. 503**

PURPOSE:: To establish the review and approval process for the annual Budget and Budget Adjustments.**POLICY::** All budget requests shall require the approval of the appropriate budget unit administrators in accordance with the organization of the Department of Health Services.

Recommendations will start with line administration and flow through organizational channels to the Office of the Director of Health Services.

The Director shall approve the final Department budget request prior to its submission to the Chief Administrative office (CAO).

All Budget Adjustments shall be reviewed by the affected budget unit administrators, or their designees, and submitted to Assistant Director, Health Services, Administration and Finance for review and approval, prior to submission to the CAD and Auditor-Controller (A-C). The Controller's Division shall route the documents to the CAO and A-C and inform the respective budget units of action taken.

CROSS REFERENCE:: Information Systems Planning, Budgeting, Controlling and Data Standards, Policy 125.

EFFECTIVE DATE: Mar 01, 1998**SUPERCEDES:** May 8, 1978**APPROVED:** Signature on File