

Los Angeles County Children and Families First Proposition 10 Commission

Board of Commissioners

Policy and Guidelines for Formal Board Approval of Additions, Changes or Deletions to Allocations and the Annual Program Budget

1. POLICY STATEMENT

Any additions, changes or removals from all Allocations for First 5 LA's resources shall require the formal approval, by vote, of the Commission. Further, the Board must approve, by vote, any changes to the adopted annual Program Budget. This Policy does not address the classification of Fund Balances for GASB 54 purposes, which is covered under a separate policy.

2. PURPOSE

This policy ensures that formal action by vote has been taken by the Board to establish new allocations, modify existing allocations or terminate a program by formally removing allocations. This policy also ensures that any adjustment to the Program Budget is formally approved by vote of the Board of Commissioners.

3. APPLICATION

This policy applies to all First 5 LA Allocations and the annual Program Budget.

4. RESPONSIBILITIES

The Board of Commissioners is responsible for approving new allocations, modifying existing allocations and eliminating allocations if a program is to be terminated. Further, the Board of Commissioners is responsible for changes to the adopted Program Budget. The Chief Executive Officer is responsible for assuring that the funds allocated through the adopted Strategic Plan further the goals and objectives of the Commission, and for ensuring that no changes, additions, deletions or other modifications are made without prior Commission approval.

5. PROCEDURE

- A. The Chief Executive Officer, or his/her designee, in coordination with the Director of Finance and other Department Directors, and through collaboration with the Board of Commissioners, will make recommendations for new allocations or modifications to the current allocations as part of the reports

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that come forward to the Board in the published agenda of their meetings. If an adjustment to the Program Budget is required, the recommendation will be forwarded to the Board.

- B. The report to the Board will always include a Fiscal Impact section that will describe the origination of the allocation (including the purpose, amount and date) and any proposed changes to the allocation, if applicable (including the purpose, amount and date). If the annual Program Budget is affected, a detailed description of the change will also be included.
- C. The report will also incorporate the attachment included in this policy, "Request to Add New Allocation or Modify Allocation/FY Program Budget Form". The form will be completed by staff and approved by the Director of Finance via signature. If the request is approved by the Board, the necessary changes to the allocations and/or Program Budget will be completed in the accounting system by a Staff Accountant and approved by the Finance Manager.

Attachment (1)

- Request to Add New Allocation or Modify Allocation/FY Program Budget Form

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		Request to Add New Allocation/ Modify Allocation/FY Program Budget	
Commission Meeting Date:			
Agenda Item:			
Initiative/Program:			
Existing Allocation:	\$	Adjustment to Existing Allocation:	\$
New Allocation Amount:	\$		
Adjustment to Program Budget:	Yes _____	No _____	
Adjustment to Program Budget:	\$		
Detailed Explanation of Adjustment:			
Requested By:		Director of Finance - Signature & Date	
Acknowledged By:		CEO - Signature & Date	
For Internal Use Only:			
Input By:		Staff Accountant - Signature & Date	
Approved By:		Approved: 1/12/2012	