



## PENINSULA RSN

### FISCAL MANAGEMENT POLICIES AND PROCEDURES

**Policy Name:** FISCAL MONITORING OF NETWORK

**Policy Number:** 8.05

**Reference:** WAC 388-865-0270, -0325; DSHS contract

**Effective Date:** 1/1/2008

**Revision Date(s):**

**Approved by:** PRSN Executive Board

#### PURPOSE

It is the policy of the Peninsula Regional Support Network (PRSN) to establish a standardized process for network provider and subcontractor fiscal reviews. This fiscal review is in addition to other PRSN monitoring activities.

#### PROCEDURE

1. The PRSN fiscal reviews will:
  - a. Monitor subcontractors financial systems.
    - i. Expenditure reports will be tracked back to the contractor accounting records
    - ii. Allocation of costs between programs and cost centers will be reviewed
    - iii. Internal agency practices will be reviewed to ensure sufficient checks and balances.
  - b. Be conducted on-site annually by the PRSN and Kitsap County accounting staff.
  - c. Utilize a standard protocol.
2. For identified area of deficiencies or areas of improvement, a final report and corrective action plans will be required within thirty (30) days.

## **MONITORING**

1. This policy is mandated by contract or statute. This policy will be monitored through use of PRSN:
  - Annual PRSN Provider and Subcontractor Administrative Review
  - Annual PRSN Provider Fiscal Review
  - Review of previous provider corrective action plans
  
2. If a provider performs below expected standards, a corrective action will be required for PRSN approval. Reference PRSN Corrective Action Plan policy.