

Mendocino Coast Health Care District

Board Policy 2023-01

Fiscal Controls

1. The Board and the Chair shall be responsible for authorizing all expenses and encumbrances on District funds.
2. No Board member shall spend, or cause to be encumbered or spent, any District funds without the prior consent of the Chair or vote of the Board. Consent must be documented in writing in the minutes of a meeting, or by email and shall become part of the District permanent record.
3. District vendors, in particular vendors who bill by the hour, shall be notified that contact with any Board member other than the Chair, must be authorized by the Chair directly to the vendor prior to such contact, in writing or by email. Bills for services without prior authorization by or through the Chair will not be honored.
4. The Chair shall be limited to \$2,500 USD per month for discretionary expenses in the service of the District without prior approval of the Board, with the following exceptions:
 - a. Legal expenses where a deadline provided by law requires engaging legal services before the Board can be consulted at a Regular or Special Board Meeting.
 - b. Accounting services required for audit or other legally required services.
5. The Treasurer shall include a list of all expenses encumbered and paid by the District since the last Regular meeting, as part of the Treasurer's report at each Regular Meeting. Page 15 of 20