**Section 801.370 Fiscal Management**

a) The facility shall maintain fiscal planning, budgeting, and accounting procedures and a system of regular review and audit. At a minimum, procedures shall include: internal controls; petty cash; bonding for all appropriate staff; signature control on checks; accrual accounting; acquisition and inventory procedures; the issuing or use of vouchers; and collections, safeguarding, and disbursement of monies.

b) An administrator for fiscal management and control shall be designated.

c) An operating budget for the facility shall be established. The annual budget shall be sufficient to meet the anticipated operational expenses of the facility based on generally accepted accounting principles.

d) There shall be an independent financial audit of the facility conducted at least annually. A copy of the audit shall be sent to the Licensing Administrator. The Department may also conduct financial audits of secure care facilities as required by the Director.