

HARFORD COUNTY HEALTH DEPARTMENT POLICY

Title of Policy: Revenue Allocation Policy	
Program Area: All Areas	
Approved By: <i>Susan Kelly</i>	Original Effective Date: 3/14/14
Susan Kelly, Health Officer	Revised Dates:

1.0 POLICY

The Harford County Health Department receives funding from the following sources: Department of Health and Mental Hygiene (DHMH) categorical and other grant funds; DHMH Core funds; and County funds. This policy was developed to outline the order in which revenue is expended.

2.0 PURPOSE

The policy provides the specific order in which revenues will be allocated to various program costs to ensure that appropriations are used most efficiently.

3.0 PROCEDURES

3.1 Roles and Responsibilities

The Health Officer makes final decisions on all revenue expenditures.

The Director of Administration is responsible for Fiscal and Budget Operations.

The Fiscal Officer is responsible for day to day oversight of revenue allocations.

3.2 Revenues will be allocated in the following order:

1) DHMH categorical grant funds and other grant funds that are awarded with specific conditions and an approved line item budget are expended as prescribed;

2) DHMH Core funds are awarded with specific conditions but are not held to an approved line item budget and these funds are fully expended on specific program activities as well as Administration expenses; and

3) County funds are expended on Administration, Environmental Health, Addictions, and Teen Diversion. DHMH Core funds for Administration are utilized before the County funds are expended.