

Big Bend Community Based Care Policy & Procedure

Series: 1300: Financial Management
Policy Name: Cost Accounting
Policy Number: 1303
Origination Date: 01/29/0208 **Revised:** Board Meeting of 12/13/2018

Policy

It is the policy of Big Bend Community Based Care, Inc. (BBCBC), to establish a consistent allocation of personnel and operational costs to appropriate programs. In order to accomplish this objective, BBCBC will implement and maintain a uniform record of accounts for all operational and personnel costs identified by programs.

Procedure

BBCBC's Chief Financial Officer (CFO) completes a cost allocation plan annually and updates the plan periodically throughout the year. The separate cost allocation plan is incorporated here by reference. The cost allocation plan documents BBCBC's allocation of direct and indirect costs.

Each cost allocation plan is reviewed by the Chief Executive Office (CEO) and is submitted to funding sources for review and approval as contractually mandated by BBCBC funding agencies.