

PATIENT RESTRICTED

Coalinga State Hospital

OPERATING MANUAL

SECTION - COMMITTEES
ADMINISTRATIVE DIRECTIVE NO. 222
(Replaces AD 222 dated 12/15/2005)

Effective date: November 9, 2006

SUBJECT: SPECIAL PURPOSE TRUST ACCOUNTS AUDIT COMMITTEE

I. PURPOSE

The purpose of this committee is to conduct audits of our Special Purpose Trust Accounts, and Patient Benefit Fund Expenditures.

II. AUTHORITY

Trust Manual, Section 1695; State Administrative Manual (SAM) Section 20050; Department of Finance Audit 1995 findings and applicable government codes.

III. POLICY

It is the policy of Coalinga State Hospital (CSH) to assist with direction and management of fiscal affairs of our Vocational programs and to monitor and review the Patient Benefit Fund and Special Purpose Trust Accounts.

IV. METHOD

The committee is responsible for conducting appropriate audits to confirm that all expenditures are appropriate to the fund used, is properly documented, has the proper authorization, and any unspent funds are returned with receipts. The committee will provide an annual report for the Executive Director on the aforementioned activities with any other recommendations for change or improvement.

V. MEMBERSHIP

The membership shall be as follows:

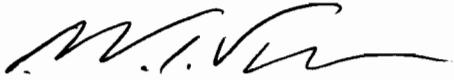
Program Director
Central Program Services, Assistant Chief
Chief of Rehabilitation Therapy Service
Rehabilitation Therapist or Rehabilitation Counselor
Nursing Services Representative

The Executive Director will appoint a chairperson from the above named group.

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VI. MEETING MINUTES

The committee shall meet at least annually or when called by the Chair. Minutes will be in standardized format and distributed to all members, Executive Director, Hospital Administrator, Fiscal Officer, and Trust Officer.



W. T. VOSS
Executive Director