

Shepherds Recovery and Counseling Service Inc.
8915 S. Olie Avenue
Oklahoma City, Ok 73139
405-768-4024



Snapshot

The organization Financial Planning and Management Activities

► **Policy:** It is the policy of **Shepherds Recovery and Counseling Services, (SRCS)** agency that a regular Financial Planning Process will be conducted and that it shall be based on sound fiscal principles. The Financial Plan ensures the financial solvency of the **SRCS Agency**, provide for the continuity of services, and meet the Advisory Board's fiscal goals.

Procedure:-

- | | |
|----------|---|
| a | Financial planning will include long-range goals to promote self-sufficiency and financial growth. This plan will comply with all applicable financial requirements set forth by the Agency's funding sources and other regulatory bodies. Planning shall be focused toward the goal of assuring that the quality and quantity of programs and services shall not vary solely due to changes in funding sources |
| b | The financial planning process shall provide for the preparation, approval, and modification of the annual budget. This budget shall be based upon the organization's program priorities and shall be in compliance with the budget requirements of the Federal and state governments and other applicable funding sources |
| c | The plan will include documentation of appropriate known funding sources that those requirements are compatible with the philosophy of this Board and which could assist this Agency in providing services to the community. SRCS Agency at least identifies direct and indirect costs, revenues, and expenses, internal and external reviews of financial trends, challenges, opportunities, and business trends. |

► Fiscal Year

SRCS Agency fiscal year shall be from **July 1 - June 30**. The fiscal year shall be the same time period upon which annual budgets shall be based with expenditures recorded against that budget for said time period. **SRCS Agency** fiscal policies shall be reviewed annually prior to the start of the fiscal year. Such reviews shall be income and/or expenditures by the **Executive Director**

► Annual Budgets are prepared

A. Prior to the start of the fiscal year

The **Executive Director** shall present an annual budget. The **Executive Director** shall adopt the annual budget no later than its regular meeting in June of each year to take effect on July 1 of the next year. The annual budget is defined as an operational plan for **SRCS Agency** that contains projections by source of revenues to be collected and with amounts established by program categories to be expended for general purposes