



## **Policy: Functional Expense Authorization**

**ChildNet Number: CN 010.015**

**Original Approved Date: June 15, 2007**

**Policy Revised Date(s): March 2010, June 16, 2010, July 9, 2014**

**Policy Sunset Date:**

**COA Standard(s): FIN 7.04**

### **Statement of Policy**

In order to enable accountability and control over specific functional expense types ChildNet has instituted a rigorous level of centralized control over both budgets and expenditures for certain expense types.

**Board Chair's Signature:**

**Date:**

07-29-14



## **Procedure: Functional Expense Authorization**

**ChildNet Number: CN 010.015**

**Original Approved Date: June 15, 2007**

**Procedure Revised Date(s): March 2010, June 16, 2010, July 9, 2014, February 21, 2018**

**Procedure Sunset Date:**

**COA Standard(s): FIN 7.04**

**Definitions (If any):**

### **Statement of Procedure:**

ChildNet institutes controls that help ensure that funds are available to continue to provide the same extraordinary level of service ChildNet has always provided to our clients. To help accomplish this ChildNet has instituted a rigorous level of centralized control over both budgets and expenditures for certain expense types. These are:

### **Outside Legal Fees**

The only person(s) authorized to contract for a legal service is ChildNet's Chief Legal Officer (CLO) and/or Chief Executive Officer (CEO). If legal assistance is required ChildNet's General Counsel should be contacted. The CLO makes the judgment as to whether it can be handled in-house or if outside counsel is required. If outside counsel is required, it is the responsibility of the CLO and/or the CEO to choose the outside law firm and negotiate the financial arrangement. There are no exceptions to this policy. If there are existing arrangements with outside law firms this is disclosed to ChildNet's CLO so an assessment can be made as to the continuation of such services.

### **Consulting Arrangements**

All contracts with consultants require prior approval by both ChildNet's Chief Executive Officer and Chief Financial Officer, regardless of the dollar amounts involved. A proposed copy of the contract is sent to the legal department for review and submitted to the Chief Financial Officer in advance of any contract being signed. This material is forwarded to the Chief Executive Officer after sign-off.

**President's Signature:**

**Date:**

02-27-18