


Name of Policy: <u>Annual Operating Budget</u> Policy Number: 3364-104-611 Department: Food & Nutrition Approving Officer: Chief Experience Officer (CXO) Responsible Agent: Director, Food & Nutrition Scope: Food & Nutrition	 <p>Effective Date: 5/1/2019 Initial Effective Date: 8/2002</p>
<input type="checkbox"/> New policy proposal <input checked="" type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Major revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy	

(A) Policy Statement

The Food and Nutrition Services Department in collaboration with hospital administration develops an annual operating budget and long-term capital expenditure plan for providing care to meet the patient's needs.

(B) Purpose of Policy

To represent the department in budgetary and long-term capital planning in order to plan and provide services to meet the needs of the patients and facility.

(C) Procedure

The Food Service Director is responsible for submitting the department's annual budget and maintaining adherence to the organization's financial policies and procedures.

Approved by: <u>/s/</u> 4/23/19 Joshua Krupinski Date Director, Food & Nutrition <u>/s/</u> 4/23/19 Mario Toussaint Date Chief Experience Officer (CXO) <i>Review/Revision Completed By:</i> Food & Nutrition	Review/Revision Date: 8/2002 6/2005 6/2/2008 7/1/2011 4/23/2019 Next Review Date: 5/1/2022
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