

**Cuyahoga County Division of Children and Family Services
(CCDCFS)
Policy Statement**

Policy Chapter: Fiscal
Policy Number: 11.04.02
Policy Name: Fund 6 Request – Director’s Discretionary Fund

Original Effective Date: 04/03/2006
Revision Date(s): 08/01/2013, 04/09/2008
Current Revision Date: 08/01/2016
Approved By: Thomas D. Pristow

PURPOSE: The Cuyahoga County Division of Children and Family Services (CCDCFS) Director’s Discretionary Fund (Fund 6) is to provide immediate access to funds to support special needs for families and children and other operational expenditures approved at the discretion of the agency director.

SCOPE: CCDCFS staff with proper approvals may access the Director’s Discretionary Fund.

POLICY

Fund 6 is a fund of last resort and is used in the best interest of children and families.

PROCEDURES

- I. Director’s Discretionary Fund – Fund 6 Form is completed in its entirety, including all required signature/approvals.
- II. Completed forms are taken to the Budget Supervisor or Business Services Manager for processing.
- III. Fiscal staff reviews each request to make sure all needed information is included, prior to preparing the check.
- IV. Requester is notified when the check is ready for pickup. The staff person signs the Fund 6 request document verifying receipt of check.
- V. All receipts are returned to the Fiscal unit staff within five days of receiving the check.
- VI. Fund 6 checks/transactions activity is maintained in a spreadsheet log for reconciliation and audit purposes.

SEE ALSO:

FORM

Director’s Discretionary Fund 6 Form