





**COBB COUNTY COMMUNITY SERVICES BOARD  
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

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<b>Policy # 2007</b>	<b>Cash Reserves</b>
<b>Origination Date: March 2004</b>	
<b>Revision Date: October 7, 2014</b>	
<b>Reviewed Date: March 2005; March 15, 2006; June 22, 2007; Sept 2008; Nov 19 2009; January 31, 2011; July 2, 2012; July 21, 2013, October 17, 2016</b>	
<b>Approved:</b>	
 Paul Ascari, Chief Financial Officer	 Bryan G. Stephens, Interim Executive Director

**POLICY:**

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board to ensure that adequate cash reserves are available to meet unexpected or unusual financial obligations.

**PROCEDURE:**

1. The Chief Financial Officer (CFO) monitors revenues and expenditures monthly to determine the current financial needs of the agency, as well as to estimate future needs. The findings of this review are reported to the Executive Director. If cash reserves fail to meet targeted amounts, the Executive Director takes immediate action steps to address the issue.
2. Cash reserves should not fall below a minimum of four to six weeks worth of operating expenses. As of July 1, 2014 under Core Redesign, DBHDD has designated that a CSB should keep 30 days of cash on hand.
3. The CFO monitors the agency's cash balance on a weekly basis, at a minimum, to ensure adequate funds are available to meet general operating expenses and contingency needs. A more detailed cash flow analysis is prepared at the discretion of the CFO if circumstances warrant. Any projected shortfalls in cash requirements are reported immediately to the Executive Director. The Executive Director, in consultation with the CFO, takes immediate action steps to address the issue.