

## PATIENT'S GIFT FUND

Number: 45-1  
Page: 1 of 1  
Effective: 09-01-93  
Supercedes: New  
Origin: Finance  
Document: 45devgft  
Approval: Nevins

**POLICY:** The Patients' Gift Fund Management Committee, comprised of the Associate Administrator for Finance (CFO)-Chairperson, Director of Nursing, Associate Administrator for Operations (COO), a patient appointed by the Residents' Council for a one year term, and other persons as may be designated by the Executive Administrator, shall have the responsibility to coordinate, plan, review and recommend the approval of projects and fund expenditures to the Executive Administrator.

**AUTHORITY:** The authority for the establishment of the Laguna Honda Patients' Gift Fund and acceptance of gifts is provided in the Administrative Code, amplified by a 10-31-61 opinion of City Attorney Dion R. Holm. Authority to determine which expenditures fulfill the code's broad intent and purpose resides in the Executive Administrator or designee, the Patients' Gift Fund Management Committee.

**PURPOSE:** To ensure that Patients' Gift Fund expenditures "add comfort, welfare, pleasure and happiness to the residents." This "restricted" fund is available neither to support the minimum obligation of the City to operate the Hospital nor to fund routine City expenditures; rather, the fund shall benefit residents in general to enhance the quality of life of patients beyond the basic care provided by the City at the Hospital.

### PROCEDURE TO EXPEND THE FUND:

1. Routine expenditures of \$400 or less.
  - 1.1 Requesting Division Heads shall submit requests for expenditure of \$400 or less to the Patients' Gift Fund Management Committee for approval. Include the frequency and the estimated annual aggregate.
  - 1.2 The Committee shall note approved expenditures in its Minutes. The requesting Division Head shall review invoices against approved projects and forward them to the Chief Accountant for preparation of payment for final approval of the Chief Financial Officer.
2. Expenditures exceeding \$400.
  - 2.1 Requesting Division Heads shall submit requests for expenditure exceeding \$400 either individually or in the cumulative aggregate of a series of similar expenditures to the Patients' Gift Fund Management Committee.
  - 2.2 The Committee shall note approved expenditures in its Minutes. The requesting Division head shall review invoices against approved projects and forward them to the Executive Administrator for approval, and then to the Chief Accountant for preparation of payment for final review by the Chief Financial Officer.
3. The Chairperson, Patients' Gift Fund Management Committee shall prepare quarterly expenditure statements for presentation to the Executive Administrator and to the Joint Conference Committee.
4. The Chairperson shall assure that this fund is maintained in compliance with all applicable City codes and financial operating standards.
5. Examples of valid expenditures: lunches at restaurants; ward entertainment; purchase and repair of television and video equipment; as well as other expenditures for the comfort, welfare, pleasure and happiness of the patients.