**Section 509.30 Fiscal Requirements/Management**

a) The agency shall be managed in a manner consistent with sound fiscal standards. The agency shall maintain written policies and procedures regarding its fiscal activities, including but not limited to payroll, purchasing, cash management, relevant fee schedules, contracts and risk management. The agency must demonstrate internal controls that are consistent with any generally accepted accounting principles or as may be appropriate for the size of the organization as determined by the Department.

b) An agency is required to show proof that the governing body has approved a budget at least annually. If the budget approved by the governing body indicates deficits for Department-funded programs and/or for the agency as a whole, this should be documented in the minutes of the governing body meeting. The governing body is expected to fulfill its statutory responsibility.

c) If the agency has the responsibility for the management of funds for the individuals it serves, such funds shall be accounted for on an individual basis in a single separate account. Funds of an individual served by the agency may not be converted for use by the agency. The use of these funds is restricted to the direct needs and support of the individual.

d) An agency that assesses fees/co-payments to individuals for services shall maintain a written policy for billing and collection of fees/co-payments. This policy will include a system for billing individual's, with appropriate financial assistance based on the ability of the individual or the individual's responsible relative to pay. The system shall also provide a record of charges and a method of collecting third party payments.

e) No agency shall require an individual or family member to make cash or in-kind contributions, or to provide unpaid services to the agency, beyond the fee schedule specified in subsection (d) of this Section. No agency shall suggest, imply, or give reason to believe that access to initial or continued service is contingent on, or in anyway related to, voluntary contributions by an individual or family member. Provision of service in Department-funded programs shall not be denied on the basis of the individual's inability or ability to pay unless the Department requires fees/co-payments as part of the eligibility for services. Such required fees/co-payments must comply with subsection (d) of this Section.

f) An agency is permitted to establish and maintain reserve funds. However, the establishment of or addition to a reserve fund is not permitted from grant funds.

(Source: Amended at 26 Ill. Reg. 8547, effective May 31, 2002)