

## The Right Door for Hope, Recovery and Wellness

Chapter Title Fiscal	Chapter # F		Subject # 290.2
Subject Title <b>Reports</b>	Adopted 12/15/99	Last Revised 4/10/17	Reviewed 4/8/05; 4/26/10; 2/24/14; 4/14/15; 4/10/17; 5/29/19

### **PROCEDURE**

#### **Application**

This procedure shall apply to The Right Door for Hope, Recovery and Wellness.

#### **1.0 Intent**

Financial reports are filed on a timely basis.

#### **2.0 DCH and PIHP (Mid-State Health Network (MSHN)) Contract Reporting Requirements**

2.1 The Managed Specialty Supports and Services Contract with MDHHS and the Medicaid Subcontract with MSHN requires submission of financial reports. Refer to each individual contract for reporting requirements and time limits.

2.2 Report deadlines are published within each contract and are often subject to change.

#### **3.0 CMH Board Financial Reports**

3.1 Financial reports provided to the board include the following:

- Balance Sheet
- Summary and detail level spending plan report for year-to-date revenues and expenditures

3.2 Reports are sent out monthly in the full board meeting packet.

#### **4.0 Revenue Contracts Financial Reports**

4.1 Most revenue contracts have a specific format for reporting expenditures to date against a contract budget.

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4.2 Reports are submitted as required within the contract language.

**5.0 Annual Audit Report**

5.1 An annual audit report is prepared by an external auditing firm.

5.2 The audit is presented to the board by the auditing firm as soon as possible after the field audit is completed.

5.3 A copy of the annual audit is provided to lending institutions, DCH, MSHN, County Commissioners, and other funding agencies as required.

**6.0 Annual Report**

6.1 The Chief Financial Officer provides financial information as requested by the CEO for publication of an annual report.

Kerry Possehn, Chief Executive Officer	Date		