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## North Sound Mental Health Administration

### Section 3000 – Fiscal: Annual and Quarterly Report

Authorizing Source:  
Cancels:  
See Also:  
Responsible Staff: Fiscal Officer

Approved by: Executive Director  
Motion #:

Date: 11/23/2005

### **POLICY # 3002.00**

### **SUBJECT: ANNUAL AND QUARTERLY REPORT**

#### **POLICY**

The NSMHA will follow the Washington State Auditors Budgeting, Accounting and Reporting System (BARS) manual for preparing the comprehensive annual report. The NSMHA will follow the Washington State Auditors Supplemental Instructions for Mental Health Programs manual for preparing the bi-annual quarterly report. The fiscal officer will take all steps necessary to ensure a timely filing.

#### **PROCEDURE**

In preparing for the annual comprehensive financial statements of the NSMHA, various reports need to be completed and reviewed. The changes in the BARS manual will be reviewed each year to insure all changes will be reflected in the current report. At the end of each calendar year, the accounting records will be closed and reconciled. This includes all asset, liability, revenue, expenditures and fund balance accounts. The reconciled information will then be the basis for the annual report.

When the report is completed, one copy will be filed at the State Auditors office in Olympia and a second copy will be sent to the local auditors office. Copies will then be presented to the Board Finance Committee for review. Copies will also be presented to the Board of Directors and made available to the public.

To prepare the Bi-annual Quarterly Report the Fiscal Department must send providers and counties the current revenue and expenditure reporting worksheet to fill out in a timely manner, along with the required certification. The changes in the BARS Supplemental Instructions Mental Health Programs manual will be reviewed each year to insure all changes will be reflected in the current report. North Sound Fiscal Department will reconcile their contracts, make all known accruals and prepare a revenue and expense statement and a balance sheet.

The information from the counties and providers will be processed in accordance with the current accounting procedures. Then the required encounter data will be applied to the financial information to produce the Bi-annual Quarterly Report. The report will be sent to DSHS and presented to the Board Finance Committee for their review.

#### **ATTACHMENTS**

None