

**MENTAL HEALTH & RECOVERY
SERVICES BOARD OF LUCAS COUNTY**

Fiscal Monitoring

COQ: VII-A.15; VII-E.1; VII-E.3

Effective: 1/1/14

Supersedes: 9/10

POLICY

The Mental Health and Recovery Services Board (MHRSB) of Lucas County will have a regular process to (1) assess and monitor its fiscal needs, plans and policies; and (2) monitor agency operations with respect to legal, regulatory and contractual requirements and fiscal soundness.

ACCOUNTABILITY

Executive Director, Associate Executive Director, Finance Manager

PROCEDURE

1. MHRSB Fiscal Monitoring

- A. The Associate Executive Director will maintain a financial projection model that is updated at least every six months. The model will cover a period of at least three years beyond the current fiscal year. The Finance Manager will provide accounting data as part of the financial projection model.
- B. The model will contain projected actual results for the current fiscal year plus actual results for the prior two fiscal years.
- C. In order to monitor current year operations, financial statements will be provided to the MHRSB of Trustees at each monthly board meeting. Included with the financial statements will be a report that discusses significant variances from the operating budget. Subsidiary schedules for components of revenues and expenditures will be maintained.
- D. On a quarterly basis, the Executive Director will receive a detailed financial statement which includes all individual revenue and expenditures items included in the operating budget. This document will compare actual quarterly and fiscal year-to-date revenues and expenditures to the operating budget amounts on a line item basis.

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2. Agency Fiscal Monitoring

- A. At a minimum, MHRSB staff will conduct annual, non-Medicaid agency reviews, and other programmatic or fiscal reviews if indicated, to assure that service delivery and expense reporting meets contractual expectations, as well as funding bodies' expectations for sub-recipient monitoring.
- B. As part of the purchasing guidelines, provider agencies will be required to submit an annual budget of all programs and services to be provided for the next fiscal year which will contain sufficient detail to identify major changes or trends in the services being provided.
- C. MHRSB staff will review total agency revenue and expenditures financial statements and Board funded program financial statements on a quarterly fiscal year-to-date basis, or more frequently if necessary, due to identified financial issues.
- D. Appropriate financial ratios will be calculated and compared as part of this agency financial statements review process.

Approved:


Scott A. Sylak, Executive Director


Review Date