



Voice/TDD (540) 373-3223 | Fax (540) 371-3753

NOTICE

To: Finance Committee, Susan Gayle, Kheia Hilton, Susan Muerdler, Jacob Parcell, Melissa White, Matt Zurasky

From: Joseph Wickens
Executive Director

Subject: Finance Committee Meeting
October 11, 2022, Noon
600 Jackson Street, Board Room 208. Fredericksburg, VA

Date: October 5, 2022

A Finance Committee meeting has been scheduled for Tuesday, October 11, 2022 at noon. The meeting will be held at 600 Jackson Street, Board Room 208, Fredericksburg, VA 22401.

Looking forward to seeing you on October 11 at noon.

Cc: Matt Zurasky, Chairperson

RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD

Finance Committee Meeting

October 11, 2022—Noon

600 Jackson Street, Room 208 Fredericksburg, VA 22401

Agenda

I.	August Financial Report, Cleveland.....	3
II.	August Investment Report, Cleveland.....	8
III.	August Reimbursement Report, Toler.....	10
IV.	August Health Insurance Account Report, Cleveland.....	12
V.	August Other Post-Employment Benefits Report, Cleveland.....	14
VI.	August Write-Off Report, Toler.....	16
VII.	August Payroll Statistics, Cleveland.....	17
VIII.	Other Business, Zurasky	

Re: August 2022 Financial Report

Fiscal Year 2023 revenues of \$10,367,011 are \$332,941 or 3.32% less than Fiscal Year 2022 as of August 31, 2022. Expenses of \$8,149,937 are \$4,665 or 0.06% less than Fiscal Year 2022. The Net Revenue of \$2,217,074 is \$337,607 or 17.96% more than Fiscal Year 2022.

RACSB
FY 2022 FINANCIAL REPORT
Fiscal Year: July 1, 2022 through June 30, 2023
Report Period: August 1, 2022 through August 31, 2022

MENTAL HEALTH

PROGRAM	REVENUE			EXPENDITURES			ACTUAL VARIANCE	VARIANCE / REVENUE
	BUDGET * FY 2023	ACTUAL CM	%	BUDGET FY 2023	ACTUAL CM	%		
INPATIENT	20,000	0	0.00%	20,000	0	0.00%	-	0%
OUTPATIENT	2,078,691	505,427	24.31%	2,078,691	397,183	19.11%	108,244	21%
MEDICAL OUTPATIENT	3,849,822	688,077	17.87%	3,849,822	806,798	20.96%	(118,721)	-17%
ACT NORTH	880,238	159,375	18.11%	880,238	143,193	16.27%	16,182	10%
ACT SOUTH	843,563	131,410	15.58%	843,563	109,344	12.96%	22,065	17%
CASE MANAGEMENT ADULT	937,373	193,039	20.59%	937,373	178,826	19.08%	14,213	7%
CASE MANAGEMENT CHILD & ADOLESCENT	800,057	182,424	22.80%	800,057	125,812	15.73%	56,612	31%
PSY REHAB & KENMORE EMP SER	681,878	125,451	18.40%	681,878	101,969	14.95%	23,482	19%
PERMANENT SUPPORTIVE HOUSING	1,275,349	751,310	58.91%	1,275,349	173,663	13.62%	577,647	77%
CRISIS STABILIZATION	1,928,225	367,040	19.04%	1,928,225	282,325	14.64%	84,715	23%
SUPERVISED RESIDENTIAL	440,930	80,226	18.19%	440,930	95,028	21.55%	(14,802)	-18%
SUPPORTED RESIDENTIAL	893,956	143,398	16.04%	893,956	139,296	15.58%	4,101	3%
JAIL DIVERSION GRANT	156,523	87,178	55.70%	156,523	13,510	8.63%	73,668	85%
SUB-TOTAL	14,786,607	3,414,354	23%	14,786,607	2,566,947	17%	847,407	25%
* Budget excludes program subsidies								

DEVELOPMENTAL SERVICES

PROGRAM	REVENUE			EXPENDITURES			ACTUAL VARIANCE	VARIANCE / REVENUE
	BUDGET * FY 2023	ACTUAL CM	%	BUDGET FY 2023	ACTUAL CM	%		
CASE MANAGEMENT	3,105,473	563,856	18.16%	3,105,473	549,674	17.70%	14,182	3%
DAY HEALTH & REHAB *	4,136,396	684,968	16.56%	4,136,396	810,482	19.59%	(125,514)	-18%
GROUP HOMES	5,580,946	1,313,486	23.54%	5,580,946	926,982	16.61%	386,504	29%
RESPIRE GROUP HOME	229,325	35,363	15.42%	229,325	94,092	41.03%	(58,729)	-166%
INTERMEDIATE CARE FACILITIES	4,091,920	983,261	24.03%	4,091,920	677,175	16.55%	306,086	31%
SUPERVISED APARTMENTS	1,525,310	347,835	22.80%	1,525,310	287,363	18.84%	60,472	17%
SPONSORED PLACEMENTS	2,047,818	492,129	24.03%	2,047,818	315,331	15.40%	176,798	36%
SUB-TOTAL	20,717,187	4,420,898	21.34%	20,717,187	3,661,099	17.67%	759,799	17%
* Budget excludes program subsidies								

RACSB
FY 2022 FINANCIAL REPORT
Fiscal Year: July 1, 2022 through June 30, 2023
Report Period: August 1, 2022 through August 31, 2022

SUBSTANCE ABUSE

PROGRAM	REVENUE			EXPENDITURES			ACTUAL VARIANCE	VARIANCE / REVENUE
	BUDGET * FY 2023	ACTUAL CM	%	BUDGET FY 2023	ACTUAL CM	%		
OUTPATIENT	1,818,448	253,997	13.97%	1,818,448	306,240	16.84%	(52,243)	-21%
MAT PROGRAM	987,709	72,977	7.39%	987,709	117,076	11.85%	(44,099)	-60%
CASE MANAGEMENT	154,511	25,033	16.20%	154,511	21,536	13.94%	3,497	14%
RESIDENTIAL	161,757	80,557	49.80%	161,757	5,616	3.47%	74,941	93%
PREVENTION	808,950	471,690	58.31%	808,950	110,623	13.67%	361,068	77%
LINK	400,397	302,785	75.62%	400,397	29,287	7.31%	273,498	90%
SUB-TOTAL	4,331,772	1,207,040	28%	4,331,772	590,378	14%	616,661	51%
* Budget excludes program subsidies								

SERVICES OUTSIDE PROGRAM AREA

PROGRAM	REVENUE			EXPENDITURES			ACTUAL Variance	VARIANCE / REVENUE
	BUDGET * FY 2023	ACTUAL CM	%	BUDGET FY 2023	ACTUAL CM	%		
EMERGENCY SERVICES	1,371,467	305,194	22.25%	1,327,096	212,261	15.99%	92,933	30%
CHILD MOBILE CRISIS	311,007	79,698	25.63%	320,728	55,876	17.42%	23,822	30%
CIT ASSESSMENT SITE	294,556	54,936	18.65%	289,481	46,847	16.18%	8,089	15%
CONSUMER MONITORING	130,859	37,387	28.57%	139,646	43,572	31.20%	(6,185)	-17%
HOSPITAL CONSUMER MONITORING	193,975	0	0.00%	193,975	33,778	17.41%	(33,778)	0%
ASSESSMENT AND EVALUATION	592,509	89,139	15.04%	739,048	85,154	11.52%	3,986	4%
SUB-TOTAL	2,894,374	566,353	19.57%	3,009,974	477,487	15.86%	88,866	16%
* Budget excludes program subsidies								

RACSB
FY 2022 FINANCIAL REPORT
Fiscal Year: July 1, 2022 through June 30, 2023
Report Period: August 1, 2022 through August 31, 2022

ADMINISTRATION

PROGRAM	REVENUE			EXPENDITURES			ACTUAL VARIANCE
	BUDGET * FY 2023	ACTUAL CM	%	BUDGET FY 2023	ACTUAL CM	%	
ADMINISTRATION	130,574	15,992	12.25%	130,574	15,992	12.25%	0
PROGRAM SUPPORT	66,768	(583)	-0.87%	66,768	(583)	-0.87%	0
SUB-TOTAL	197,342	15,408	7.81%	197,342	15,408	7.81%	0
ALLOCATED TO PROGRAMS				4,268,473	846,978	19.84%	

* Budget excludes program subsidies

PROGRAM	REVENUE			EXPENDITURES			ACTUAL VARIANCE	VARIANCE / REVENUE
	BUDGET * FY 2023	ACTUAL CM	%	BUDGET FY 2023	ACTUAL CM	%		
TRANSPORTATION	0	0	0.00%	0	14,101	0.00%	(14,101)	0%
TOTAL	0	0	0.00%	0	14,101	0.00%	(14,101)	0%

* Budget excludes program subsidies

FISCAL AGENT PROGRAMS
PART C AND HEALTHY FAMILY PROGRAMS

PROGRAM	REVENUE			EXPENDITURES			ACTUAL VARIANCE	VARIANCE / REVENUE
	BUDGET * FY 2023	ACTUAL CM	%	BUDGET FY 2023	ACTUAL CM	%		
INTERAGENCY COORDINATING COUNCIL	1,710,296	275,052	16.08%	1,710,296	173,270	10.13%	101,782	37%
INFANT CASE MANAGEMENT	725,520	155,123	21.38%	725,520	127,262	17.54%	27,861	18%
EARLY INTERVENTION	2,041,058	239,737	11.75%	2,041,058	348,899	17.09%	(109,162)	-46%
TOTAL PART C	4,476,874	669,912	14.96%	4,476,874	649,431	14.51%	20,482	3%
HEALTHY FAMILIES	178,886	41,392	23.14%	178,886	8,698	4.86%	32,693	79%
HEALTHY FAMILIES - MIECHV Grant	403,497	21,261	5.27%	403,497	68,339	16.94%	(47,078)	-221%
HEALTHY FAMILIES-TANF & CBCAP GRANT	531,457	10,393	1.96%	531,457	98,049	18.45%	(87,655)	-843%
TOTAL HEALTHY FAMILY	1,113,840	73,046	6.56%	1,113,840	175,086	15.72%	(102,040)	-140%

RACSB
FY 2022 FINANCIAL REPORT
Fiscal Year: July 1, 2022 through June 30, 2023
Report Period: August 1, 2022 through August 31, 2022

RECAP FY 2023 BALANCES

	<u>REVENUE</u>	<u>EXPENDITURES</u>	<u>NET</u>	<u>NET / REVENUE</u>
MENTAL HEALTH	3,414,354	2,566,947	847,407	25%
DEVELOPMENTAL SERVICES	4,420,898	3,661,099	759,799	17%
SUBSTANCE ABUSE	1,207,040	590,378	616,661	51%
SERVICES OUTSIDE PROGRAM AREA	566,353	477,487	88,866	16%
ADMINISTRATION	15,408	15,408	0	0%
OTHER	0	14,101	(14,101)	0%
FISCAL AGENT PROGRAMS	742,958	824,516	(81,559)	-11%
TOTAL	10,367,011	8,149,937	2,217,074	21%

Restricted Funds	\$	1,214,345
Unrestricted Funds		1,003,386
Total	\$	<u>2,217,074</u>

RECAP FY 2022 BALANCES

	<u>REVENUE</u>	<u>EXPENDITURES</u>	<u>NET</u>	<u>NET / REVENUE</u>
MENTAL HEALTH	3,576,305	2,751,919	824,386	23%
DEVELOPMENTAL SERVICES	3,743,429	3,440,613	302,816	8%
SUBSTANCE ABUSE	1,216,396	743,671	472,726	39%
SERVICES OUTSIDE PROGRAM AREA	289,711	270,728	18,983	7%
ADMINISTRATION	25,863	28,388	(2,525)	-10%
OTHER	347,192	193,386	153,806	44%
FISCAL AGENT PROGRAMS	835,174	725,899	109,275	13%
TOTAL	10,034,070	8,154,603	1,879,467	19%

	<u>\$ Change</u>	<u>% Change</u>
Change in Revenue from Prior Year	\$ 332,941	3.32%
Change in Expense from Prior Year	\$ (4,665)	-0.06%
Change in Net Income from Prior Year	\$ 337,607	17.96%

*Unaudited Report

Re: August 2022 Investment Report

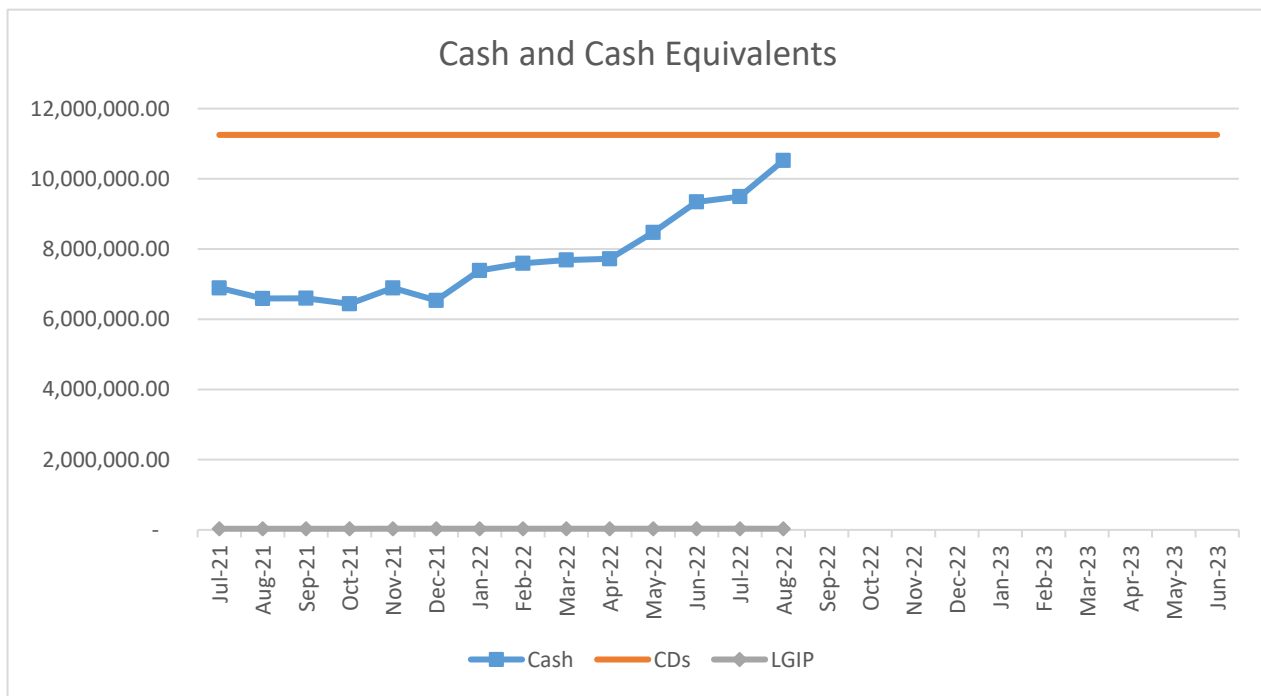
At August 31, 2022, cash and cash equivalent investments totaled \$21,802,592 and 22% higher than the prior year. Of the investments, 99% is with Atlantic Union Bank and the remainder is invested in the Local Government Investment Pool.

Currently five months of reserve on hand.

\$8,250,000 to be invested in Government Bonds.

**RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD
SUMMARY OF CASH AND INVESTMENTS BY DEPOSITORY**

Depository	August 2022	Rate	Maturity Date
Atlantic Union Bank			
Checking	\$ 10,520,573	0.05%	N/A
Certificates of Deposit	\$ 11,250,000	0.01%	6/21/2024
Total Atlantic Union Bank	\$ 21,770,573		
Other			
Local Gov. Investment Pool	\$ 32,019	0.09%	N/A
Total Investments	\$ 21,802,592		



	\$ Change	% Change
Change from Prior Month	\$ 1,026,478	4.9%
Change from Prior Year	\$ 3,930,203	22%

Average # Months Reserves on Hand: 5.39

Re: Reimbursement Report

Claims aging figures are provided as of August 31, 2022. Aging is calculated from the date the service was billed. Total outstanding claims are \$5,981,652 as of the period end date.

Year-to-date fee revenue of \$6,031,008 is 20% higher than the prior year.

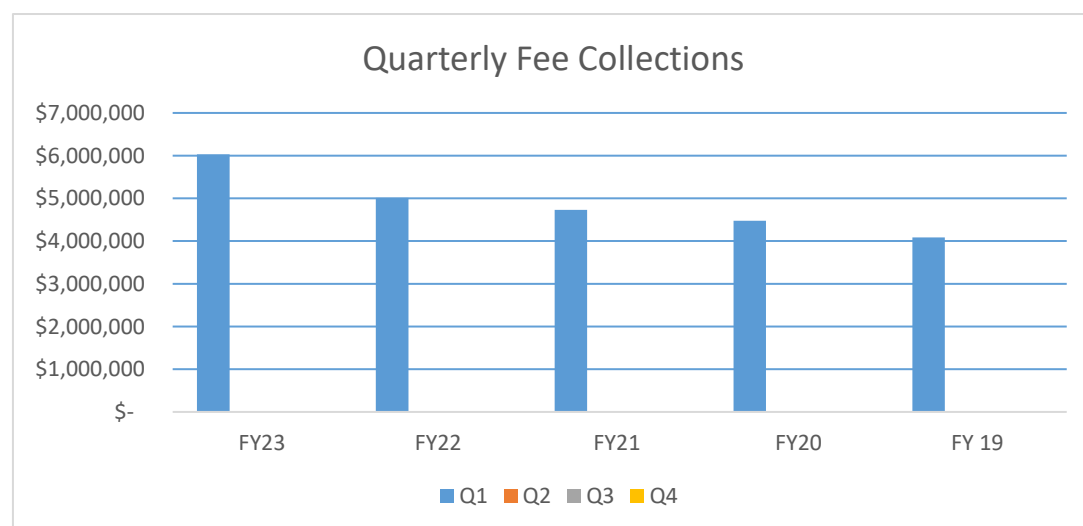
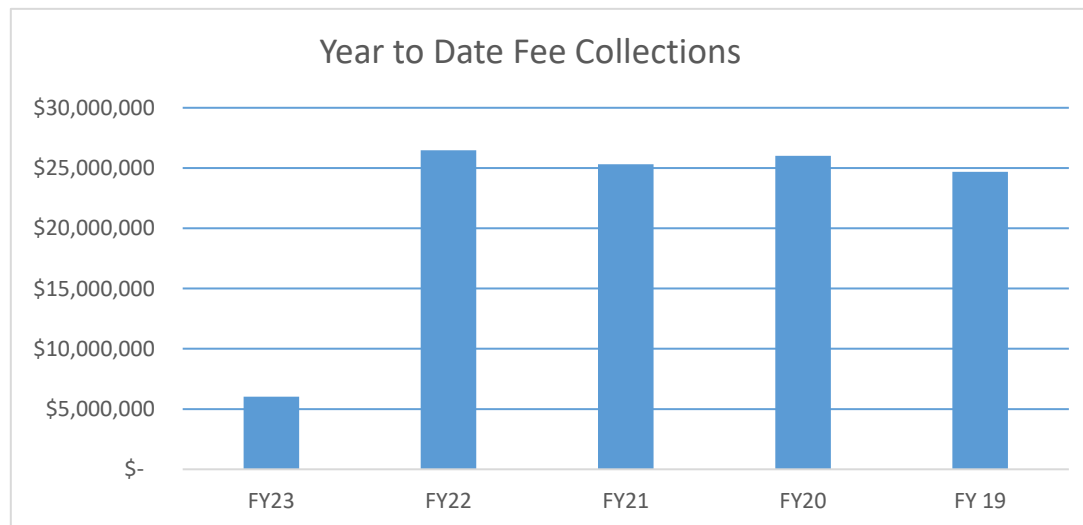
**RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD
FEE REVENUE REIMBURSEMENT REPORT AS OF AUG,2022**

AGED CLAIMS

		Current Month		Prior Month		Prior Year	
		%	\$	%	\$	%	\$
Total Claims Outstanding	Total	100%	\$5,981,652	100%	\$5,749,793	100%	\$5,444,592
	Consumers	44%	\$2,626,351	43%	\$2,499,149	32%	\$1,716,808
	3rd Party	56%	\$3,355,301	57%	\$3,250,644	68%	\$3,727,784
Claims Aged 0-29 Days	Consumers	4%	\$230,401	3%	\$160,745	4%	\$220,190
	3rd Party	47%	\$2,801,018	48%	\$2,750,998	51%	\$2,785,485
Claims Aged 30-59 Days	Consumers	3%	\$155,552	0%	\$3,571	1%	\$52,182
	3rd Party	2%	\$130,428	2%	\$120,154	1%	\$64,284
Claims Aged 60-89 Days	Consumers	0%	\$5,543	4%	\$203,298	1%	\$30,795
	3rd Party	1%	\$74,113	1%	\$54,097	1%	\$80,654
Claims Aged 90-119 Days	Consumers	3%	\$192,493	0%	\$8,587	0%	\$18,196
	3rd Party	1%	\$65,254	2%	\$89,557	1%	\$59,189
Claims Aged 120+ Days	Consumers	34%	\$2,042,363	37%	\$2,122,948	26%	\$1,395,446
	3rd Party	5%	\$284,489	4%	\$235,837	14%	\$738,172

CLAIM COLLECTIONS

Current Year To Date Collections	\$6,031,008
Prior Year To Date Collections	\$5,013,668
\$ Change from Prior Year	\$1,017,340
% Change from Prior Year	20%

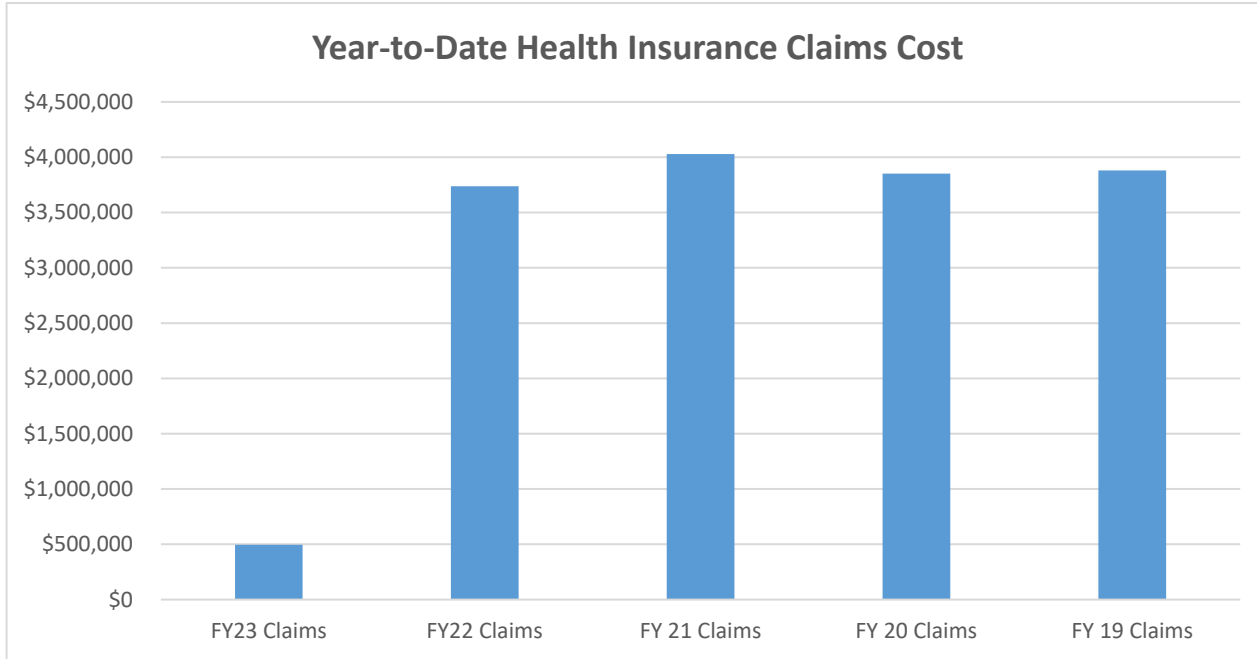


Re: August 2022 Health Insurance Account Report

The health insurance account balance is \$553,489.14 as of August 31, 2022.

Year-to-date premiums deposited in the account, \$668,099.80 are more than year-to-date claims and fees by \$171,562.70.

**RAPPAHANNOCK AREA CSB
FY 2023 HEALTH INSURANCE ACCOUNT REPORT
August 2022**



FY 2023	Monthly Premiums	Additional Premium Contributions	Monthly Claims & Fees	Interest	Balance
Beginning Balance					\$381,873.61
July	\$338,553.32		\$284,427.57	\$39.03	\$436,038.39
August	\$329,546.48		\$212,109.53	\$13.80	\$553,489.14
September					\$553,489.14
October					\$553,489.14
November					\$553,489.14
December					\$553,489.14
January					\$553,489.14
February					\$553,489.14
March					\$553,489.14
Apr					\$553,489.14
May					\$553,489.14
June					\$553,489.14
YTD Total	\$668,099.80	\$0.00	\$496,537.10	\$52.83	\$553,489.14

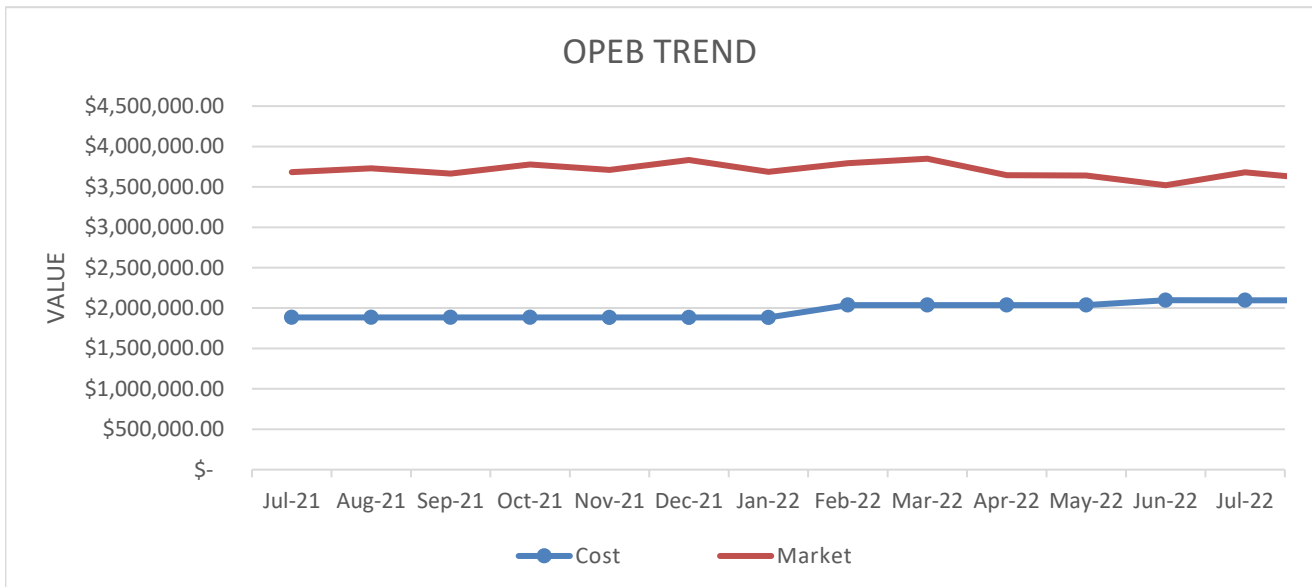
Historical Data	Average Monthly Claims	Monthly Average Difference from PY	Highest Month
FY 2023	\$248,269	(\$63,245)	\$284,428
FY 2022	\$311,513	(\$24,129)	\$431,613
FY 2021	\$335,642	\$14,641	\$588,906
FY 2020	\$321,002	(\$1,163)	\$378,562
FY 2019	\$322,165	\$46,681	\$396,619
FY 2018	\$275,483	\$38,450	\$320,214
FY 2017	\$237,033	\$15,995	\$293,706
FY 2016	\$221,038	(\$5,388)	\$291,378
FY 2015	\$226,426		\$253,164

Re: Other Post-Employment Benefits (OPEB) Review

The August 2022 OPEB cash basis value is \$2,096,641 which is 120% more than the initial investment of \$954,620. The market value of \$3,590,000 is 276% higher than the initial investment. The market value decreased 2.5% from the prior month.

**RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD
OTHER POST EMPLOYMENT BENEFIT ACCOUNT
July 2023**

	Cost Basis	Cost Variance From Inception	Market Basis	Market Variance From Inception
Initial Contribution	\$ 954,620		\$ 954,620	
FY 2022 Year-End Balance	\$ 2,097,261	\$ 1,142,641	\$ 3,520,345	\$ 2,565,725
Realized Gain/(Loss)	\$ 467.91		\$ 467.91	
Unrealized Gain/(Loss)			\$ 161,091.28	
Fees & Expenses	\$ (125.00)		\$ (125.00)	
Transfers/Contributions	\$ (962.19)		\$ (962.19)	
Balance at 7/31/2022	\$ 2,096,641.74	\$ 1,142,021.74	\$ 3,680,816.76	\$ 2,726,196.76
Realized Gain/(Loss)				
Unrealized Gain/(Loss)			\$ (90,815.98)	
Fees & Expenses				
Transfers/Contributions				
Balance at 8/31/2022	\$ 2,096,641.74	\$ 1,142,021.74	\$ 3,590,000.78	\$ 2,635,380.78



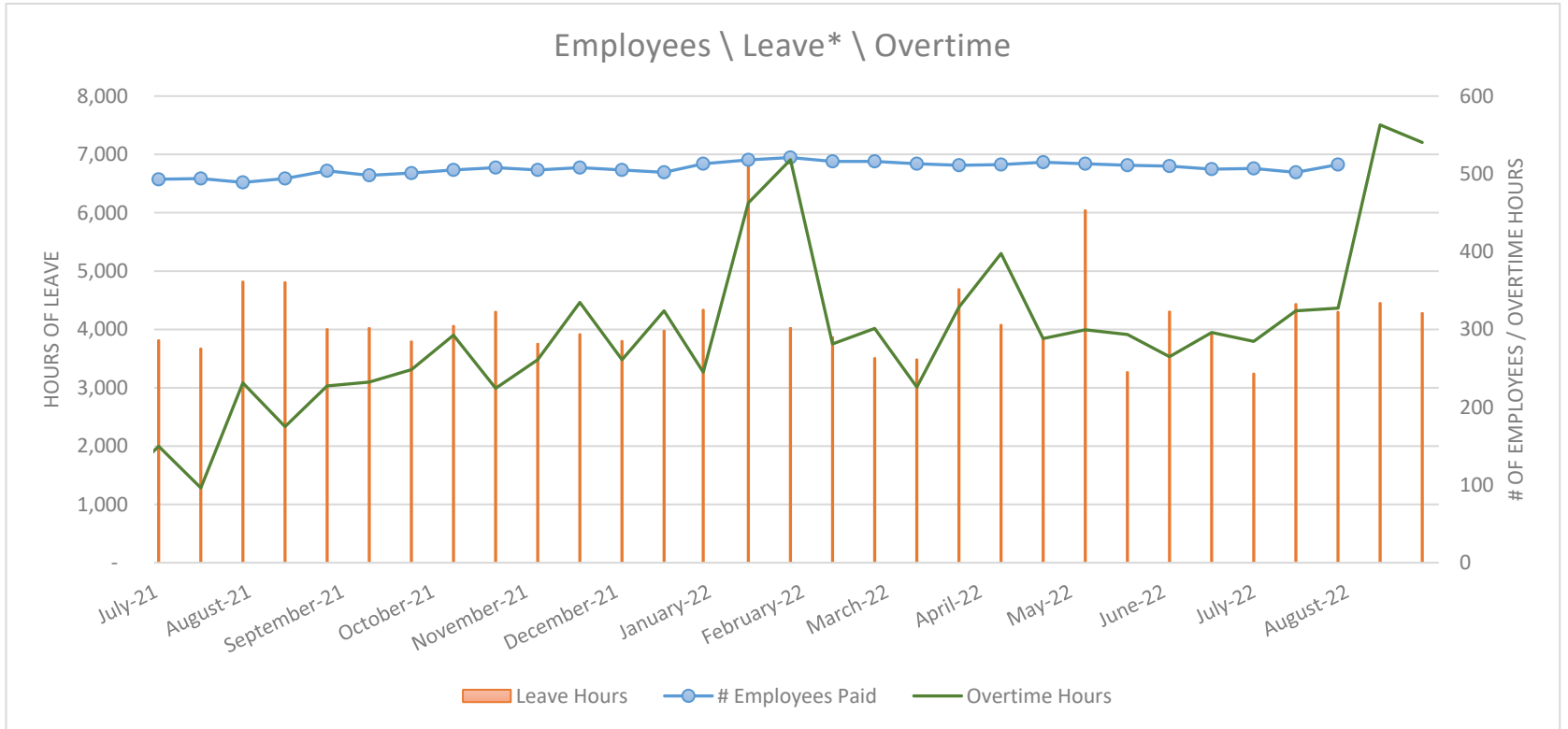
Re: Write Off Report

Write off totals below include total write offs for the month of August 2022.

The detail of the write offs show the breakdown of write offs by reason and by program.

Month: August 2022		
Write Off Code	Current Year	Prior Year
601-WRITE OFF - BAD ADDRESS	\$ -	\$ 293.51
602-WRITE OFF - BANKRUPTCY	\$ 1,488.50	\$ -
603-WRITE OFF - DECEASED	\$ 1,268.14	\$ -
604-WRITE OFF - NO FINANCIAL AGREEMENT	\$ 1,828.66	\$ 4,491.39
605-WRITE OFF - SMALL BALANCE	\$ 117.00	\$ 85.25
606-WRITE OFF - UNCOLLECTABLE	\$ 423.76	\$ 96.50
607-WRITE OFF - FINANCIAL ASSISTANCE	\$176,838.85	\$ 82,344.38
608-WRITE OFF - NO SHOW	\$ 280.00	\$ 480.00
609-WRITE OFF- MAX UNITS/BENEFITS	\$ 3,291.76	\$ 4,638.14
610-WRITE OFF-PROVIDER NOT CREDENTIALLED	\$ 1,143.06	\$ 9,164.22
612-WRITE OFF-DIAGNOSIS NOT COVERED	\$ 65.00	\$ -
613-WRITE OFF-NON-COVERED SERVICE	\$ 9,179.86	\$ 1,253.04
614-WRITE OFF-SERVICES NOT AUTHORIZED	\$ 13,243.25	\$ 37,604.61
615-WRITE OFF-PAST BILLING DEADLINE	\$ 1,689.22	\$ 9,977.81
617-WRITE OFF - MCO DENIED AUTH	\$ -	\$ 1,679.57
618-WRITE OFF-INCORRECT PAYER	\$ 905.00	\$ 5,120.00
TOTAL:	\$211,762.06	\$157,228.42

**RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD
PAYROLL STATISTICS**



*Leave includes Annual Leave, Administrative Leave With Pay, Bereavement Leave, Disability Leave, Family Personal Leave, Leave Without Pay, and Sick Leave.

Indicators	FY 2021 Average Per Pay Period	FY 2022 Average Per Pay Period	FY 2023 Average Per Pay Period
# Employees Paid	514	506	507
Leave Hours	3,850	4,196	4,142
Overtime Hours	102	279	408