



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

## NOTICE

**To:** Finance Committee: Susan Gayle, Susan Muerdler, Jacob Parcell,  
Carol Walker, Melissa White, Matt Zurasky

**From:** Joseph Wickens  
Executive Director

**Subject:** Program Planning and Evaluation Meeting  
February 14, 2023, 11:30 AM  
600 Jackson Street, Board Room 208. Fredericksburg, VA

**Date:** February 09, 2023

A Finance Committee meeting has been scheduled for Tuesday, February 14, 2023 at 11:30 AM. The meeting will be held at 600 Jackson Street, Board Room 208, Fredericksburg, VA 22401.

Looking forward to seeing you on February 14th at 11:30 AM.

Cc: Matt Zurasky, Chairperson

RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD

**Finance Committee Meeting**

February 14, 2023 – 11:30 AM

600 Jackson Street, Room 208 Fredericksburg, VA 22401

*Agenda*

I. Finance Committee Board Deck .....3

- a. Summary of Cash Investments
- b. Fee Revenue Reimbursement
- c. Fee Collection YTD and Quarterly
- d. Write-Off Report
- e. Health Insurance Account
- f. OPEB
- g. Payroll Statistics

II. Financial Summary, *Cleveland* .....12

III. Other Business, *Zurasky*

# Finance Committee

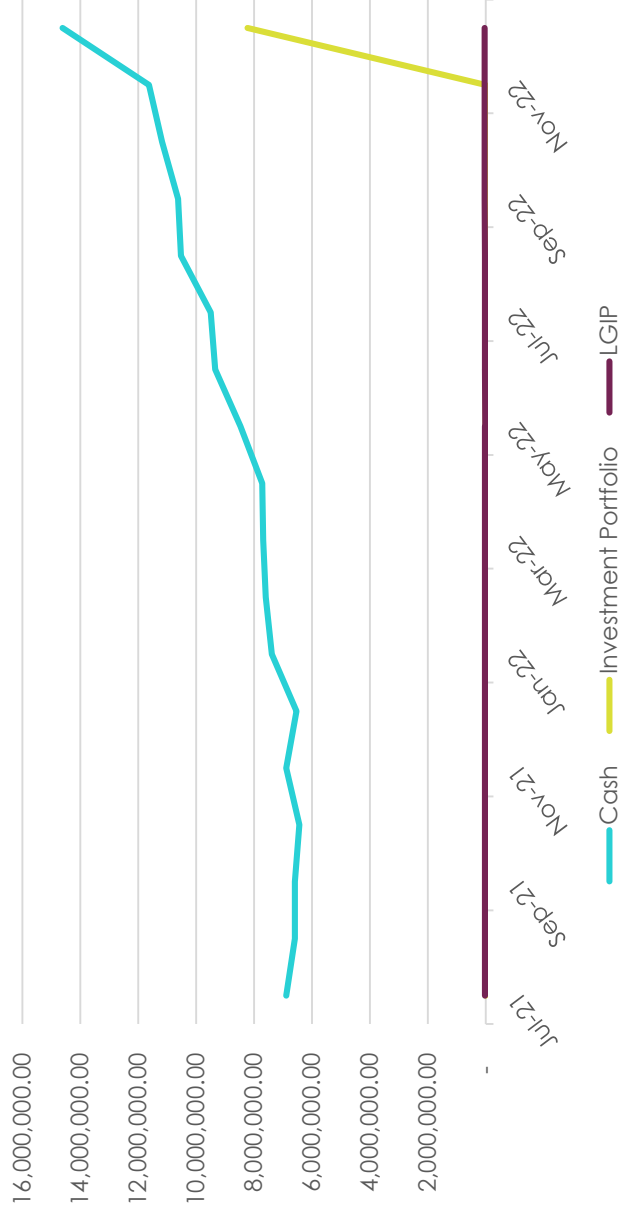
FEBRUARY 14, 2022

# Summary of Cash Investments

Depository	Rate	Maturity Date
<b>Atlantic Union Bank</b>		
Checking	1.50%	N/A
<b>Investment Portfolio</b>		
Cash Equivalents	2.80%	
Fixed Income	4.38%	
Certificates of Deposit	0.01%	6/21/2024
<b>Total Atlantic Union Bank</b>		
	\$ 24,841,169	
<b>Other</b>		
Local Gov. Investment Pool	0.09%	N/A
	\$ 32,388	
<b>Total Investments</b>	<b>\$ 24,873,557</b>	

	\$ Change	% Change
Change from Prior Month	\$ (35,951)	-0.2%
Change from Prior Year	\$ 5,057,096	28%
<b>Average # Months Reserves on Hand: 6.01</b>		

Cash and Cash Equivalents



# Summary of Investment Portfolio

Asset Description	Shares/Face Value	Market Value	Total Cost	Unrealized Gain/Loss	Est. Income	Current Yield
Fidelity IMM Gov Class I Fund #57	\$ 4,269,365.83	4,269,365.83	\$ 4,269,365.83	\$ -	\$ 174,228.00	4.08%
US Treasury Bill (6/15/2023)	\$ 1,000,000.00	\$ 978,372.85	\$ 977,916.87	\$ 455.98		
US Treasury Bill (11/30/2023)	\$ 1,025,000.00	\$ 981,205.87	\$ 981,732.90	\$ (527.03)		
<b>Total Cash Equivalents</b>	<b>\$ 6,294,365.83</b>	<b>\$ 6,228,944.55</b>	<b>\$ 6,229,015.60</b>	<b>\$ (71.05)</b>	<b>\$ 174,228.00</b>	<b>2.80%</b>
US Treasury Note (10/15/2025)	\$ 1,000,000.00	\$ 999,380.00	\$ 1,005,781.25	\$ (6,401.25)	\$ 42,500.00	4.25%
US Treasury Note (11/30/2024)	\$ 1,000,000.00	\$ 1,000,120.00	\$ 1,004,914.69	\$ (4,794.69)	\$ 45,000.00	4.50%
<b>Total Fixed Income</b>	<b>\$ 2,000,000.00</b>	<b>\$ 1,999,500.00</b>	<b>\$ 2,010,695.94</b>	<b>\$ (11,195.94)</b>	<b>\$ 87,500.00</b>	<b>4.38%</b>
<b>Balance at 12/31/2022</b>	<b>\$ 8,294,365.83</b>	<b>\$ 8,228,444.55</b>	<b>\$ 8,239,711.54</b>	<b>\$ (11,266.99)</b>	<b>\$ 261,728.00</b>	<b>3.18%</b>

# Fee Revenue Reimbursement

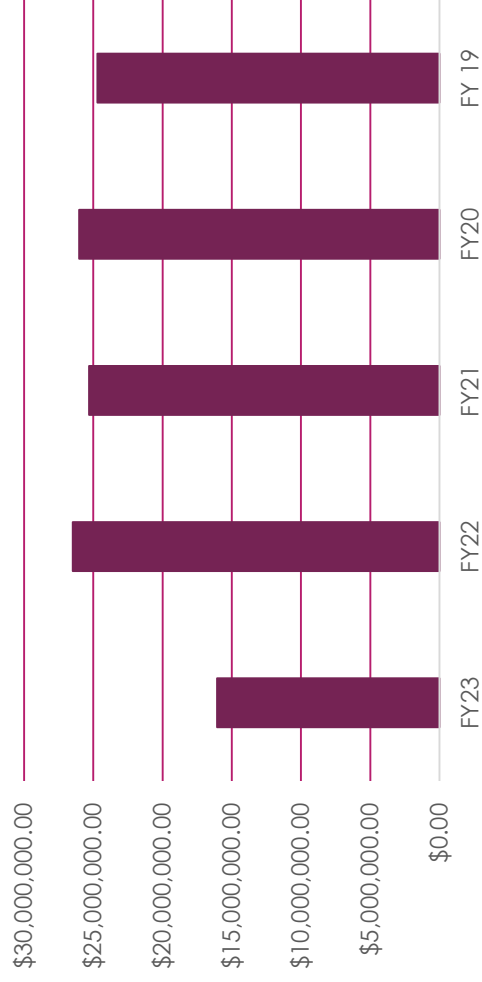
AGED CLAIMS		Current Month		Prior Month		Prior Year	
		%	\$	%	\$	%	\$
<b>Total Claims Outstanding</b>	Total	100%	\$5,915,583	100%	\$5,782,757	100%	\$5,532,848
	Consumers	42%	\$2,509,909	43%	\$2,477,048	38%	\$2,094,972
	3rd Party	58%	\$3,405,675	57%	\$3,305,709	62%	\$3,437,877
<b>Claims Aged 0-29 Days</b>	Consumers	2%	\$104,985	5%	\$277,655	4%	\$201,499
	3rd Party	53%	\$3,140,355	51%	\$2,962,306	45%	\$2,462,173
<b>Claims Aged 30-59 Days</b>	Consumers	6%	\$337,412	0%	\$17,888	4%	\$224,116
	3rd Party	2%	\$91,716	1%	\$72,955	3%	\$140,003
<b>Claims Aged 60-89 Days</b>	Consumers	0%	\$13,001	2%	\$111,782	1%	\$56,988
	3rd Party	1%	\$46,686	1%	\$52,414	2%	\$83,759
<b>Claims Aged 90-119 Days</b>	Consumers	2%	\$103,665	0%	\$6,822	1%	\$42,923
	3rd Party	1%	\$44,838	1%	\$41,025	2%	\$113,527
<b>Claims Aged 120+ Days</b>	Consumers	33%	\$1,950,846	36%	\$2,062,900	28%	\$1,569,445
	3rd Party	1%	\$82,079	3%	\$177,009	12%	\$638,415

## CLAIM COLLECTIONS

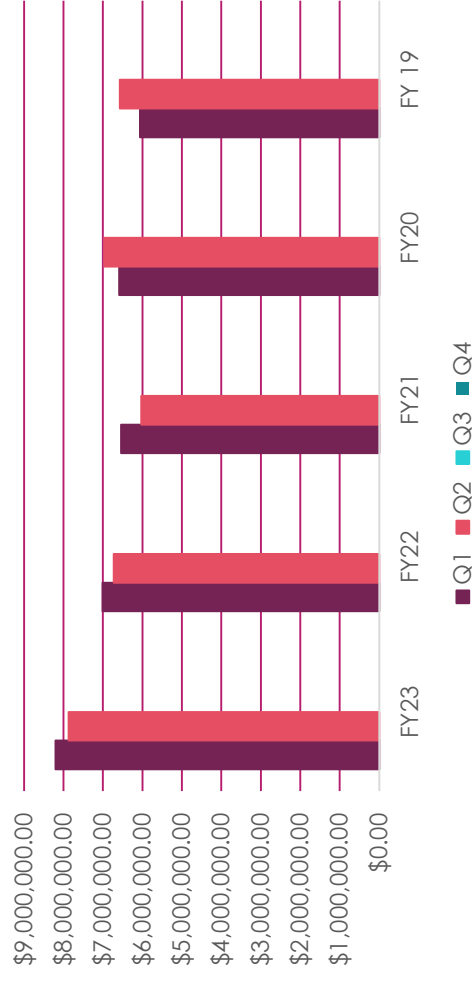
Current Year To Date Collections	\$16,070,212
Prior Year To Date Collections	\$13,745,268
\$ Change from Prior Year	\$2,324,944
% Change from Prior Year	17%

# Fee Collection YTD and Quarterly

Year to Date Fee Collections



Quarterly Fee Collections



# Write Off's – Current Month & YTD

Write Off Code	Month: December 2022		Prior Year
	Current Year	Prior Year	
BANKRUPTCY	\$55.00	\$420.63	\$420.63
DECEASED	\$50.00	\$	-
NO FINANCIAL AGREEMENT	\$1,741.60	\$2,894.45	\$2,894.45
SMALL BALANCE	\$69.94	\$131.00	\$131.00
UNCOLLECTABLE	\$280.00	\$1,363.17	\$1,363.17
FINANCIAL ASSISTANCE	\$123,026.10	\$792,928.00	\$792,928.00
NO SHOW	\$470.00	\$260.00	\$260.00
MAX UNITS/BENEFITS	\$4,495.21	\$463.49	\$463.49
PROVIDER NOT CREDENTIALLED	\$8,046.97	\$6,948.71	\$6,948.71
DIAGNOSIS NOT COVERED	\$235.00	\$	-
NON-COVERED SERVICE	\$9,106.93	\$2,001.50	\$2,001.50
SERVICES NOT AUTHORIZED	\$13,652.16	\$10,348.88	\$10,348.88
PAST BILLING DEADLINE	\$3,162.63	\$2,119.44	\$2,119.44
MCO DENIED AUTH	\$18,279.56	\$3,827.00	\$3,827.00
INCORRECT PAYER	\$23,437.88	\$2,308.18	\$2,308.18
INVALID MEMBER ID	\$2,685.00	\$	-
<b>TOTAL</b>	<b>\$208,793.98</b>	<b>\$826,014.45</b>	

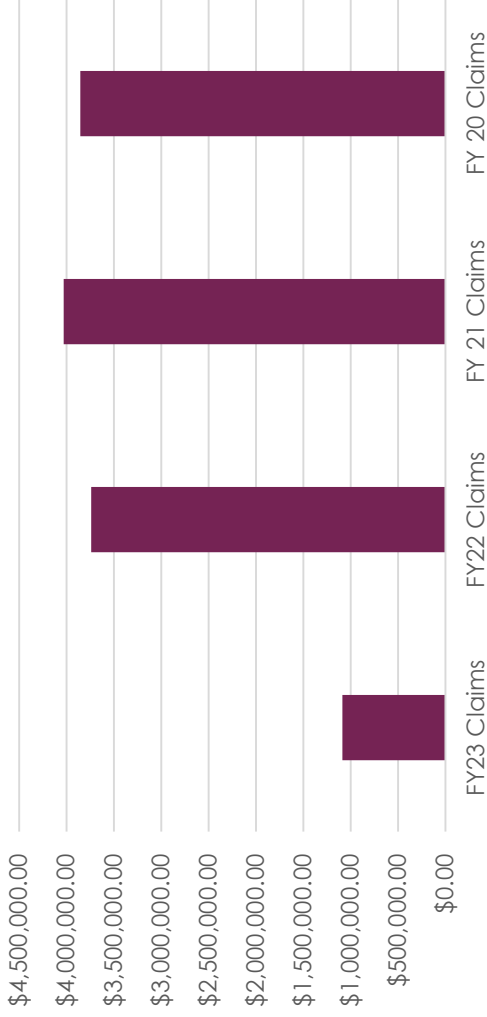
Write Off Code	Year to Date July 2022 - Dec 2022		Prior Year
	Current Year	Prior Year	
BAD ADDRESS	\$	-	\$884.57
BANKRUPTCY	\$3,750.55	\$690.63	\$690.63
DECEASED	\$3,956.95	\$390.00	\$390.00
NO FINANCIAL AGREEMENT	\$43,750.25	\$21,503.98	\$21,503.98
SMALL BALANCE	\$740.16	\$678.26	\$678.26
UNCOLLECTABLE	\$4,314.66	\$9,747.44	\$9,747.44
FINANCIAL ASSISTANCE	\$1,280,633.37	\$1,604,526.54	\$1,604,526.54
NO SHOW	\$2,470.00	\$2,742.66	\$2,742.66
MAX UNITS/BENEFITS	\$49,509.92	\$23,101.78	\$23,101.78
PROVIDER NOT CREDENTIALLED	\$35,995.03	\$48,186.54	\$48,186.54
DIAGNOSIS NOT COVERED	\$2,220.00	\$	-
NON-COVERED SERVICE	\$31,293.03	\$106,308.70	\$106,308.70
SERVICES NOT AUTHORIZED	\$129,191.28	\$164,250.87	\$164,250.87
PAST BILLING DEADLINE	\$42,507.31	\$43,468.66	\$43,468.66
MCO DENIED AUTH	\$18,279.56	\$6,560.18	\$6,560.18
INCORRECT PAYER	\$67,874.52	\$21,532.51	\$21,532.51
INVALID MEMBER ID	\$3,495.00	\$	-
<b>TOTAL</b>	<b>\$1,719,981.59</b>	<b>\$2,054,573.32</b>	



# Health Insurance

7

## Year-to-Date Health Insurance Claims



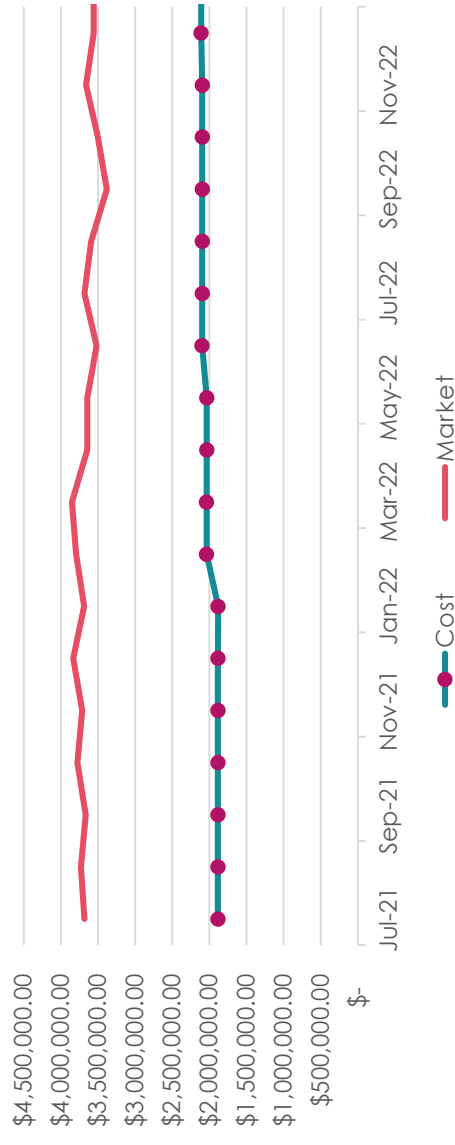
FY 2023	Monthly Premiums	Additional Premium Contributions	Monthly Claims & Fees	Interest	Balance
Beginning Balance					\$381,873.61
July	\$338,553.32		\$284,427.57	\$39.03	\$436,038.39
August	\$329,546.48		\$212,109.53	\$13.80	\$553,489.14
September	\$323,477.09		\$223,419.72	\$65.66	\$653,612.17
October	\$309,999.97		\$208,892.49	\$86.00	\$754,805.65
November	\$328,240.35		\$159,945.92	\$108.99	\$923,209.07
December	\$333,861.33		\$264,646.91	\$213.06	\$992,636.55
<b>YTD Total</b>	<b>\$1,963,678.54</b>	<b>\$0.00</b>	<b>\$1,353,442.14</b>	<b>\$526.54</b>	<b>\$992,636.55</b>

Historical Data	Average Monthly Claims	Monthly Average Difference from PY	Highest Month
FY 2023	\$225,574	(\$85,940)	\$284,428
FY 2022	\$311,513	(\$24,129)	\$431,613
FY 2021	\$335,642	\$14,641	\$588,906
FY 2020	\$321,002		\$378,562

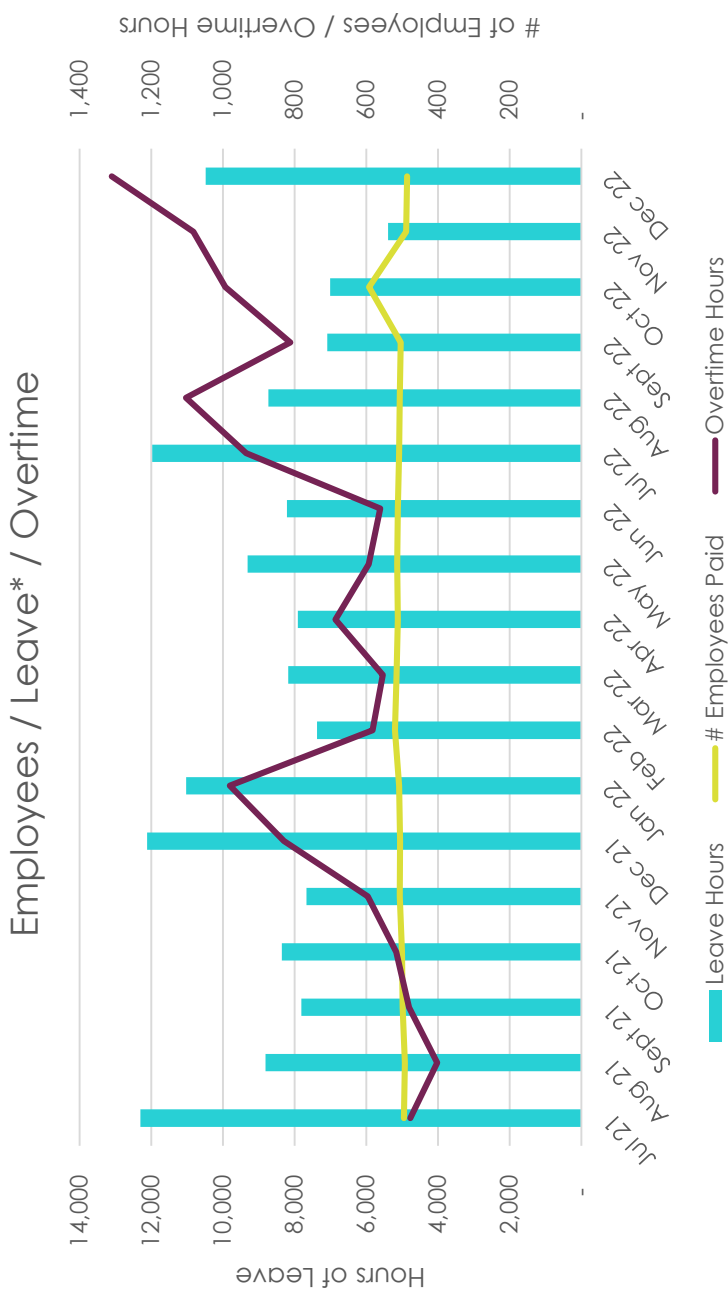
# Other Post Employment Benefit (OPEB)

	Cost Basis	Cost Variance From Inception	Market Basis	Market Variance From Inception
<b>Initial Contribution</b>	\$ 954,620		\$ 954,620	
<b>FY 2022 Year-End Balance</b>	\$ 2,097,261	\$ 1,142,641	\$ 3,520,345	\$ 2,565,725
Balance at 7/31/2022	\$ 2,096,641.74	\$ 1,142,021.74	\$ 3,680,816.76	\$ 2,726,196.76
Balance at 8/31/2022	\$ 2,096,641.74	\$ 1,142,021.74	\$ 3,590,000.78	\$ 2,635,380.78
Balance at 9/30/2022	\$ 2,096,641.74	\$ 1,142,021.74	\$ 3,382,530.44	\$ 2,427,910.44
Balance at 10/31/2022	\$ 2,096,030.84	\$ 1,141,410.84	\$ 3,500,553.56	\$ 2,545,933.56
Balance at 11/30/2022	\$ 2,096,030.84	\$ 1,141,410.84	\$ 3,659,065.82	\$ 2,704,445.82
Realized Gain/(Loss)	\$ 15,425.49		\$ 15,425.49	
Unrealized Gain/(Loss)			\$ (117,523.44)	
Fees & Expenses				
Transfers/Contributions				
<b>Balance at 12/31/2022</b>	\$ 2,111,456.33	\$ 1,156,836.33	\$ 3,556,967.87	\$ 2,602,347.87

OPEB TREND



# Payroll Statistics



Indicators	FY 2021		FY 2022		FY 2023	
	Average Per Pay Period		Average Per Pay Period		Average Per Pay Period	
# Employees Paid	514		506		497	
Leave Hours	3,850		4,196		3,620	
Overtime Hours	102		279		446	

**RACSB**  
**FY 2022 FINANCIAL REPORT**  
Fiscal Year: July 1, 2022 through June 30, 2023  
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**MENTAL HEALTH**

PROGRAM	REVENUE			EXPENDITURES			ACTUAL VARIANCE	VARIANCE / REVENUE
	BUDGET * FY 2023	ACTUAL YTD	%	BUDGET FY 2023	ACTUAL YTD	%		
INPATIENT	20,000	10,400	52.00%	20,000	10,400	52.00%	-	0%
OUTPATIENT	2,078,691	1,983,357	95.41%	2,078,691	1,086,637	52.28%	896,720	45%
MEDICAL OUTPATIENT	3,849,822	2,126,291	55.23%	3,849,822	2,128,707	55.29%	(2,416)	0%
ACT NORTH	880,238	483,423	54.92%	880,238	421,371	47.87%	62,052	13%
ACT SOUTH	843,563	386,506	45.82%	843,563	304,572	36.11%	81,934	21%
CASE MANAGEMENT ADULT	937,373	487,326	51.99%	937,373	508,146	54.21%	(20,820)	-4%
CASE MANAGEMENT CHILD & ADOLESCENT	800,057	396,326	49.54%	800,057	369,291	46.16%	27,035	7%
PSY REHAB & KENMORE EMP SER	681,878	377,149	55.31%	681,878	305,013	44.73%	72,136	19%
PERMANENT SUPPORTIVE HOUSING	1,275,349	1,172,308	91.92%	1,275,349	570,310	44.72%	601,998	51%
CRISIS STABILIZATION	1,928,225	942,645	48.89%	1,928,225	796,746	41.32%	145,899	15%
SUPERVISED RESIDENTIAL	440,930	204,974	46.49%	440,930	256,957	58.28%	(51,983)	-25%
SUPPORTED RESIDENTIAL	893,956	382,401	42.78%	893,956	421,690	47.17%	(39,289)	-10%
JAIL DIVERSION GRANT	156,523	118,522	75.72%	156,523	40,148	25.65%	78,374	66%
<b>SUB-TOTAL</b>	<b>14,786,607</b>	<b>9,071,629</b>	<b>61%</b>	<b>14,786,607</b>	<b>7,219,988</b>	<b>49%</b>	<b>1,851,641</b>	<b>20%</b>
* Budget excludes program subsidies								

**DEVELOPMENTAL SERVICES**

PROGRAM	REVENUE			EXPENDITURES			ACTUAL VARIANCE	VARIANCE / REVENUE
	BUDGET * FY 2023	ACTUAL YTD	%	BUDGET FY 2023	ACTUAL YTD	%		
CASE MANAGEMENT	3,105,473	1,659,424	53.44%	3,105,473	1,626,057	52.36%	33,367	2%
DAY HEALTH & REHAB *	4,136,396	1,975,200	47.75%	4,136,396	2,168,601	52.43%	(193,401)	-10%
GROUP HOMES	5,580,946	3,351,165	60.05%	5,580,946	2,521,933	45.19%	829,232	25%
RESPIRE GROUP HOME	229,325	80,817	35.24%	229,325	255,920	111.60%	(175,103)	-217%
INTERMEDIATE CARE FACILITIES	4,091,920	2,064,353	50.45%	4,091,920	1,911,047	46.70%	153,306	7%
SUPERVISED APARTMENTS	1,525,310	1,288,440	84.47%	1,525,310	780,686	51.18%	507,754	39%
SPONSORED PLACEMENTS	2,047,818	1,433,226	69.99%	2,047,818	985,259	48.11%	447,968	31%
<b>SUB-TOTAL</b>	<b>20,717,187</b>	<b>11,852,625</b>	<b>57.21%</b>	<b>20,717,187</b>	<b>10,249,502</b>	<b>49.47%</b>	<b>1,603,123</b>	<b>14%</b>
* Budget excludes program subsidies								

**RACSB**  
**FY 2022 FINANCIAL REPORT**  
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**SUBSTANCE ABUSE**

PROGRAM	REVENUE			EXPENDITURES			ACTUAL VARIANCE	VARIANCE / REVENUE
	BUDGET * FY 2023	ACTUAL YTD	%	BUDGET FY 2023	ACTUAL YTD	%		
OUTPATIENT	1,818,448	781,269	42.96%	1,818,448	838,576	46.11%	(57,307)	-7%
MAT PROGRAM	987,709	251,590	25.47%	987,709	504,407	51.07%	(252,817)	-100%
CASE MANAGEMENT	154,511	84,293	54.55%	154,511	63,038	40.80%	21,256	25%
RESIDENTIAL	161,757	103,573	64.03%	161,757	39,206	24.24%	64,367	62%
PREVENTION	808,950	585,138	72.33%	808,950	293,166	36.24%	291,972	50%
LINK	400,397	372,407	93.01%	400,397	96,726	24.16%	275,681	74%
<b>SUB-TOTAL</b>	<b>4,331,772</b>	<b>2,178,271</b>	<b>50%</b>	<b>4,331,772</b>	<b>1,835,119</b>	<b>42%</b>	<b>343,152</b>	<b>16%</b>

\* Budget excludes program subsidies

**SERVICES OUTSIDE PROGRAM AREA**

PROGRAM	REVENUE			EXPENDITURES			ACTUAL Variance	VARIANCE / REVENUE
	BUDGET * FY 2023	ACTUAL YTD	%	BUDGET FY 2023	ACTUAL YTD	%		
EMERGENCY SERVICES	1,371,467	813,416	59.31%	1,327,096	529,781	39.92%	283,635	35%
CHILD MOBILE CRISIS	311,007	214,308	68.91%	320,728	147,635	46.03%	66,674	31%
CIT ASSESSMENT SITE	294,556	162,407	55.14%	289,481	166,988	57.69%	(4,581)	-3%
CONSUMER MONITORING	130,859	76,907	58.77%	139,646	103,442	74.07%	(26,535)	-35%
HOSPITAL CONSUMER MONITORING	193,975	0	0.00%	193,975	96,131	49.56%	(96,131)	0%
ASSESSMENT AND EVALUATION	592,509	265,165	44.75%	739,048	204,724	27.70%	60,441	23%
<b>SUB-TOTAL</b>	<b>2,894,374</b>	<b>1,532,203</b>	<b>52.94%</b>	<b>3,009,974</b>	<b>1,248,701</b>	<b>41.49%</b>	<b>283,503</b>	<b>19%</b>

\* Budget excludes program subsidies

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**ADMINISTRATION**

PROGRAM	REVENUE			EXPENDITURES			ACTUAL VARIANCE
	BUDGET * FY 2023	ACTUAL YTD	%	BUDGET FY 2023	ACTUAL YTD	%	
ADMINISTRATION	130,574	115,454	88.42%	130,574	115,454	88.42%	0
PROGRAM SUPPORT	66,768	(583)	-0.87%	66,768	(583)	-0.87%	0
<b>SUB-TOTAL</b>	<b>197,342</b>	<b>114,871</b>	<b>58.21%</b>	<b>197,342</b>	<b>114,871</b>	<b>58.21%</b>	<b>0</b>
ALLOCATED TO PROGRAMS				4,268,473	2,305,139	54.00%	

\* Budget excludes program subsidies

PROGRAM	REVENUE			EXPENDITURES			ACTUAL VARIANCE	VARIANCE / REVENUE
	BUDGET * FY 2023	ACTUAL YTD	%	BUDGET FY 2023	ACTUAL YTD	%		
TRANSPORTATION	0	0	0.00%	0	0	0.00%	0	0%
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0%</b>

\* Budget excludes program subsidies

**FISCAL AGENT PROGRAMS**  
**PART C AND HEALTHY FAMILY PROGRAMS**

PROGRAM	REVENUE			EXPENDITURES			ACTUAL VARIANCE	VARIANCE / REVENUE
	BUDGET * FY 2023	ACTUAL YTD	%	BUDGET FY 2023	ACTUAL YTD	%		
INTERAGENCY COORDINATING COUNCIL	1,710,296	1,200,894	70.22%	1,710,296	627,098	36.67%	573,796	48%
INFANT CASE MANAGEMENT	725,520	448,237	61.78%	725,520	363,281	50.07%	84,956	19%
EARLY INTERVENTION	2,041,058	871,639	42.71%	2,041,058	998,398	48.92%	(126,759)	-15%
<b>TOTAL PART C</b>	<b>4,476,874</b>	<b>2,520,770</b>	<b>56.31%</b>	<b>4,476,874</b>	<b>1,988,777</b>	<b>44.42%</b>	<b>531,993</b>	<b>21%</b>
HEALTHY FAMILIES	178,886	309,411	172.97%	178,886	28,723	16.06%	280,688	91%
HEALTHY FAMILIES - MIECHV Grant	403,497	105,145	26.06%	403,497	198,173	49.11%	(93,028)	-88%
HEALTHY FAMILIES-TANF & CBCAP GRANT	531,457	51,701	9.73%	531,457	273,383	51.44%	(221,682)	-429%
<b>TOTAL HEALTHY FAMILY</b>	<b>1,113,840</b>	<b>466,257</b>	<b>41.86%</b>	<b>1,113,840</b>	<b>500,279</b>	<b>44.91%</b>	<b>(34,022)</b>	<b>-7%</b>

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## RECAP FY 2023 BALANCES

	<u>REVENUE</u>	<u>EXPENDITURES</u>	<u>NET</u>	<u>NET / REVENUE</u>
MENTAL HEALTH	9,071,629	7,219,988	1,851,641	20%
DEVELOPMENTAL SERVICES	11,852,625	10,249,502	1,603,123	14%
SUBSTANCE ABUSE	2,178,271	1,835,119	343,152	16%
SERVICES OUTSIDE PROGRAM AREA	1,532,203	1,248,701	283,503	19%
ADMINISTRATION	114,871	114,871	0	0%
OTHER	0	0	0	0%
FISCAL AGENT PROGRAMS	2,987,027	2,489,056	497,972	17%
<b>TOTAL</b>	<b>27,736,626</b>	<b>23,157,236</b>	<b>4,579,390</b>	<b>17%</b>

Restricted Funds	\$	1,894,053
Unrestricted Funds		2,687,249
Total	\$	<u>4,579,390</u>

## RECAP FY 2022 BALANCES

	<u>REVENUE</u>	<u>EXPENDITURES</u>	<u>NET</u>	<u>NET / REVENUE</u>
MENTAL HEALTH	4,626,349	3,495,658	1,130,691	24%
DEVELOPMENTAL SERVICES	5,073,687	4,776,594	297,093	6%
SUBSTANCE ABUSE	2,007,967	1,031,817	976,150	49%
SERVICES OUTSIDE PROGRAM AREA	803,430	696,248	107,182	13%
ADMINISTRATION	34,201	34,200	2	0%
OTHER	2,000	20,016	(18,016)	-901%
FISCAL AGENT PROGRAMS	1,566,679	1,298,910	267,769	17%
<b>TOTAL</b>	<b>14,114,314</b>	<b>11,353,443</b>	<b>2,760,871</b>	<b>20%</b>

	<u>\$ Change</u>	<u>% Change</u>
Change in Revenue from Prior Year	\$ 13,622,312	96.51%
Change in Expense from Prior Year	\$ 11,803,794	103.97%
Change in Net Income from Prior Year	\$ 1,818,519	65.87%

\*Unaudited Report