



Voice/TDD (540)373-3223 / Fax (540) 371-3733

## NOTICE

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

**From:** Joseph Wickens  
Executive Director

**Subject:** Financial Committee Meeting  
October 10, 2023, 12:00 PM  
600 Jackson Street, Board Room 208, Fredericksburg, VA

**Date:** October 4, 2023

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A Finance Committee meeting has been scheduled for Tuesday, October 10, 2023 at 12:00PM. The meeting will be held at 600 Jackson Street, Board Room 208, Fredericksburg VA 22401.

We are looking forward to seeing you on Tuesday at 12:00 PM.

# Finance Committee Meeting

October 10, 2023 – 12:00 PM

*In-Person | 600 Jackson Street, Room 208 | Fredericksburg, VA 22401*

## Agenda

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	a. Summary of Cash Investments	
	b. Summary of Investment Portfolio	
	c. Fee Revenue Reimbursement	
	d. Fee Revenue Reimbursement-Without Credits	
	e. Fee Collection YTD and Quarterly	
	f. Write-Off Report	
	g. Health Insurance Account	
	h. OPEB	
	i. Payroll Statistics	
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III.	Financial Policy tracked changes, <i>Cleveland</i> .....	16
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VI.	Transitional Bed Funding Increase, <i>Jindra</i> .....	32
VII.	Other Business, <i>Zurasky</i>	

# Finance Committee

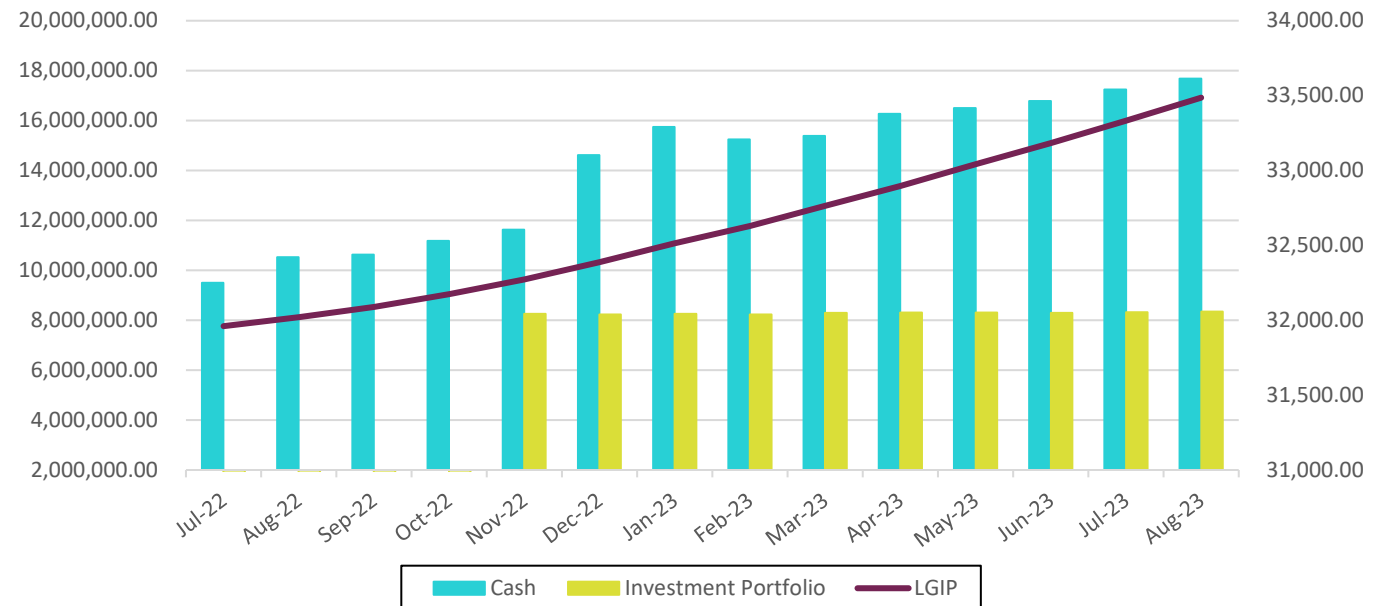
OCTOBER 10, 2023

# Summary of Cash Investments

Depository		Rate
<b>Atlantic Union Bank</b>		
Checking	\$ 17,671,673	3.50%
<b>Investment Portfolio</b>		
Cash Equivalents	4,398,273	1.27%
Fixed Income	3,940,570	3.69%
Total Investment	8,338,843	
<b>Total Atlantic Union Bank</b>		
	\$ 26,010,515	
<b>Other</b>		
Local Gov. Investment Pool	\$ 33,487	5.57%
<b>Total Investments</b>	<b>\$ 26,044,002</b>	

	\$ Change	% Change
Change from Prior Month	\$ 449,218	2%
Change from Prior Year	\$ 4,241,410	19%
<b>Average # Months Reserves on Hand:</b>		<b>6</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
Balance at 6/30/2023	\$ 8,511,825	\$ 8,310,338	\$ 8,347,703	\$ (37,365)	\$ 184,366	2%
Balance at 7/31/2023	\$ 8,514,417	\$ 8,315,552	\$ 8,350,295	\$ (34,742)	\$ 187,825	2%
Fidelity IMM Gov Class I Fund #57	\$ 498,050.10	498,050.10	\$ 498,050.10	\$ -	\$ 26,095.00	5.24%
US Treasury Bill (1/25/2024)	\$ 1,000,000.00	952,818.71	\$ 955,129.17	\$ (2,310.46)		
US Treasury Bill (10/26/2023)	\$ 1,025,000.00	\$ 1,015,374.05	\$ 1,015,443.01	\$ (68.96)		
US Treasury Bill (11/30/2023)	\$ 1,025,000.00	\$ 979,385.62	\$ 981,732.90	\$ (2,347.28)		
US Treasury Bill (12/28/2023)	\$ 1,000,000.00	\$ 952,644.42	\$ 955,364.35	\$ (2,719.93)		
<b>Total Cash Equivalents</b>	<b>\$ 4,548,050.10</b>	<b>\$ 4,398,272.90</b>	<b>\$ 4,405,719.53</b>	<b>\$ (7,446.63)</b>	<b>\$ 26,095.00</b>	<b>0.59%</b>
US Treasury Note (3/31/2024)	\$ 1,000,000.00	\$ 981,980.00	\$ 973,575.00	\$ 8,405.00	\$ 22,500.00	2.31%
US Treasury Note (7/31/2024)	\$ 1,000,000.00	\$ 978,480.00	\$ 978,733.75	\$ (253.75)	\$ 30,000.00	3.07%
US Treasury Note (10/15/2025)	\$ 1,000,000.00	\$ 988,950.00	\$ 1,005,781.25	\$ (16,831.25)	\$ 42,500.00	4.23%
US Treasury Note (11/30/2024)	\$ 1,000,000.00	\$ 991,160.00	\$ 1,004,914.69	\$ (13,754.69)	\$ 45,000.00	4.48%
<b>Total Fixed income</b>	<b>\$ 4,000,000.00</b>	<b>\$ 3,940,570.00</b>	<b>\$ 3,963,004.69</b>	<b>\$ (22,434.69)</b>	<b>\$ 140,000.00</b>	<b>3.53%</b>
<b>Balance at 8/31/2023</b>	<b>\$ 8,548,050.10</b>	<b>\$ 8,338,842.90</b>	<b>\$ 8,368,724.22</b>	<b>\$ (29,881.32)</b>	<b>\$ 166,095.00</b>	<b>1.98%</b>

# Fee Revenue Reimbursement

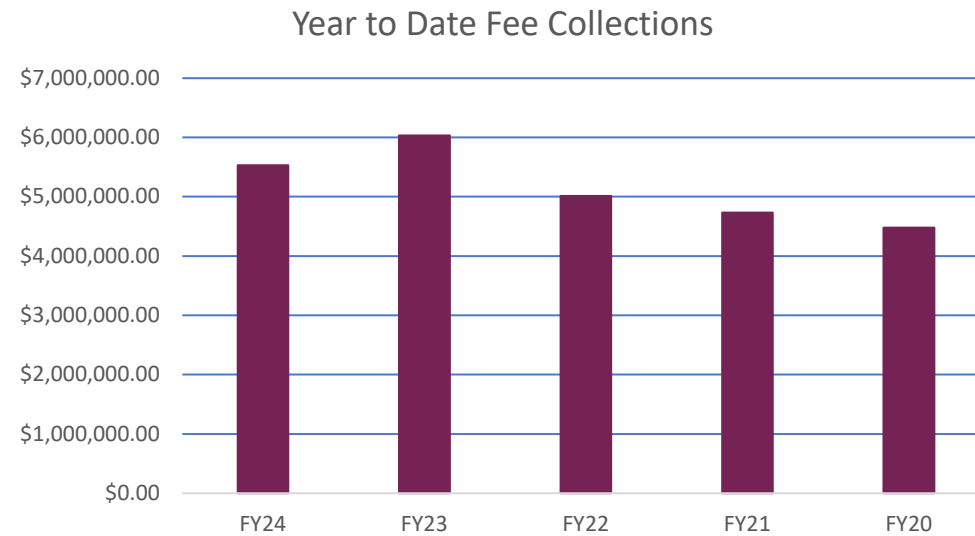
AGED CLAIMS		Current Month		Prior Month		Prior Year	
		%	\$	%	\$	%	\$
<b>Total Claims Outstanding</b>	Total	100%	\$6,259,319	100%	\$6,163,828	100%	\$5,981,652
	Consumers	56%	\$3,522,802	57%	\$3,516,865	44%	\$2,626,351
	3rd Party	44%	\$2,736,516	43%	\$2,646,964	56%	\$3,355,301
<b>Claims Aged 0-29 Days</b>	Consumers	1%	\$92,457	1%	\$86,669	4%	\$230,401
	3rd Party	44%	\$2,732,448	43%	\$2,625,688	47%	\$2,801,018
<b>Claims Aged 30-59 Days</b>	Consumers	1%	\$40,475	4%	\$274,513	3%	\$155,552
	3rd Party	0%	\$24,793	1%	\$41,891	2%	\$130,428
<b>Claims Aged 60-89 Days</b>	Consumers	4%	\$272,653	3%	\$215,299	0%	\$5,543
	3rd Party	0%	\$17,822	0%	\$22,152	1%	\$74,113
<b>Claims Aged 90-119 Days</b>	Consumers	4%	\$219,187	5%	\$333,974	3%	\$192,493
	3rd Party	0%	\$7,707	0%	\$14,789	1%	\$65,254
<b>Claims Aged 120+ Days</b>	Consumers	46%	\$2,904,031	42%	\$2,606,411	34%	\$2,042,363
	3rd Party	-1%	-\$52,253	-1%	-\$57,556	5%	\$284,489

CLAIM COLLECTIONS	
Current Year To Date Collections	\$5,530,585
Prior Year To Date Collections	\$6,031,008
\$ Change from Prior Year	-\$500,423
% Change from Prior Year	-8%

# Fee Revenue Reimbursement – Without Credits

AGED CLAIMS		Current Month		Prior Month		Prior Year	
		%	\$	%	\$	%	\$
<b>Total Claims Outstanding</b>	Total	100%	\$6,259,319	100%	\$6,163,828	100%	\$5,981,652
	Consumers	56%	\$3,522,802	57%	\$3,516,865	44%	\$2,626,351
	3rd Party	44%	\$2,736,516	43%	\$2,646,964	56%	\$3,355,301
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	3rd Party	0%	\$7,707	0%	\$14,789	1%	\$65,254
<b>Claims Aged 120+ Days</b>	Consumers	46%	\$2,904,031	42%	\$2,606,411	34%	\$2,042,363
	3rd Party	1%	\$39,626	1%	\$42,180	5%	\$284,489

# Fee Collection YTD





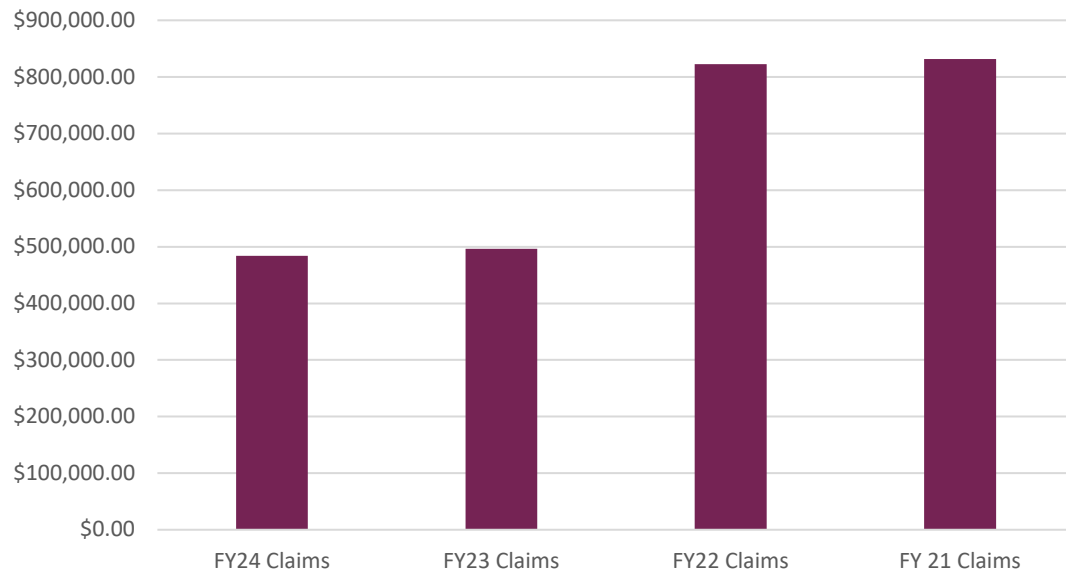
# Write Off's – Current Month & YTD

Month: August 2023		
Write Off Code	Current Year	Prior Year
BANKRUPTCY	\$246.32	\$1,488.50
DECEASED	\$80.00	\$1,268.14
NO FINANCIAL AGREEMENT	\$10,284.24	\$1,828.66
SMALL BALANCE	\$289.48	\$117.00
UNCOLLECTABLE	\$832.73	\$592.52
FINANCIAL ASSISTANCE	\$156,479.40	\$176,838.85
NO SHOW	\$2,505.50	\$280.00
MAX UNITS/BENEFITS	\$7,452.66	\$3,629.28
PROVIDER NOT CREDENTIALLED	\$32,979.72	\$1,143.06
DIAGNOSIS NOT COVERED	\$160.00	\$65.00
NON-COVERED SERVICE	\$7,469.49	\$11,245.46
SERVICES NOT AUTHORIZED	\$13,303.54	\$13,243.25
PAST BILLING DEADLINE	\$13,378.43	\$2,417.64
INCORRECT PAYER	\$3,844.04	\$905.00
<b>TOTAL</b>	<b>\$ 249,305.55</b>	<b>\$ 215,062.36</b>

Year to Date: July 2023 - August 2023		
Write Off Code	Current YTD	Prior YTD
BANKRUPTCY	\$246.32	\$1,923.50
DECEASED	\$80.00	\$3,115.01
NO FINANCIAL AGREEMENT	\$11,778.88	\$34,345.68
SMALL BALANCE	\$329.15	\$252.00
UNCOLLECTABLE	\$1,028.73	\$1,795.57
FINANCIAL ASSISTANCE	\$306,933.92	\$400,328.77
NO SHOW	\$3,145.50	\$580.00
MAX UNITS/BENEFITS	\$10,320.84	\$7,279.32
PROVIDER NOT CREDENTIALLED	\$38,931.56	\$4,528.06
DIAGNOSIS NOT COVERED	\$320.00	\$65.00
NON-COVERED SERVICE	\$9,434.35	\$12,891.97
SERVICES NOT AUTHORIZED	\$38,101.41	\$44,998.68
PAST BILLING DEADLINE	\$16,370.15	\$6,803.13
INCORRECT PAYER	\$5,075.97	\$4,072.37
<b>TOTAL</b>	<b>\$ 442,096.78</b>	<b>\$ 522,979.06</b>

# Health Insurance

### Year-to-Date Health Insurance Claims

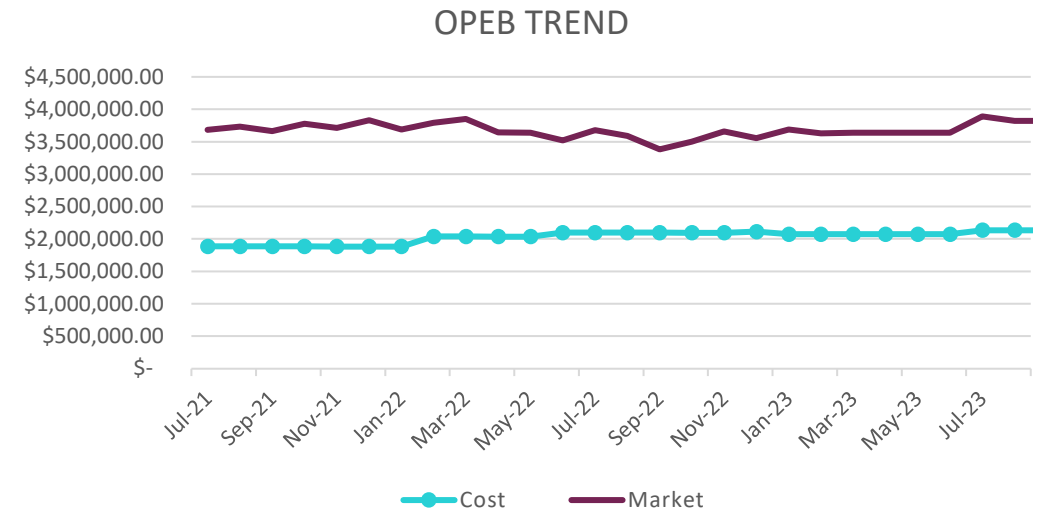


FY 2024	Monthly Premiums	Additional Premium Contributions	Monthly Claims & Fees	Interest	Balance
Beginning Balance					\$1,745,071
July	\$355,798		\$211,426	\$743	\$1,890,186
August	\$348,151		\$272,609	\$758	\$1,966,486
<b>YTD Total</b>	<b>\$703,949</b>	<b>\$0</b>	<b>\$484,035</b>	<b>\$1,501</b>	<b>\$1,966,486</b>

Historical Data	Average Monthly Claims	Monthly Average Difference from PY	Highest Month
FY 2024	\$242,017	\$27,641	\$272,609
FY 2023	\$214,376	(\$97,137)	\$284,428
FY 2022	\$311,513	(\$24,129)	\$431,613
FY 2021	\$335,642	\$14,641	\$588,906

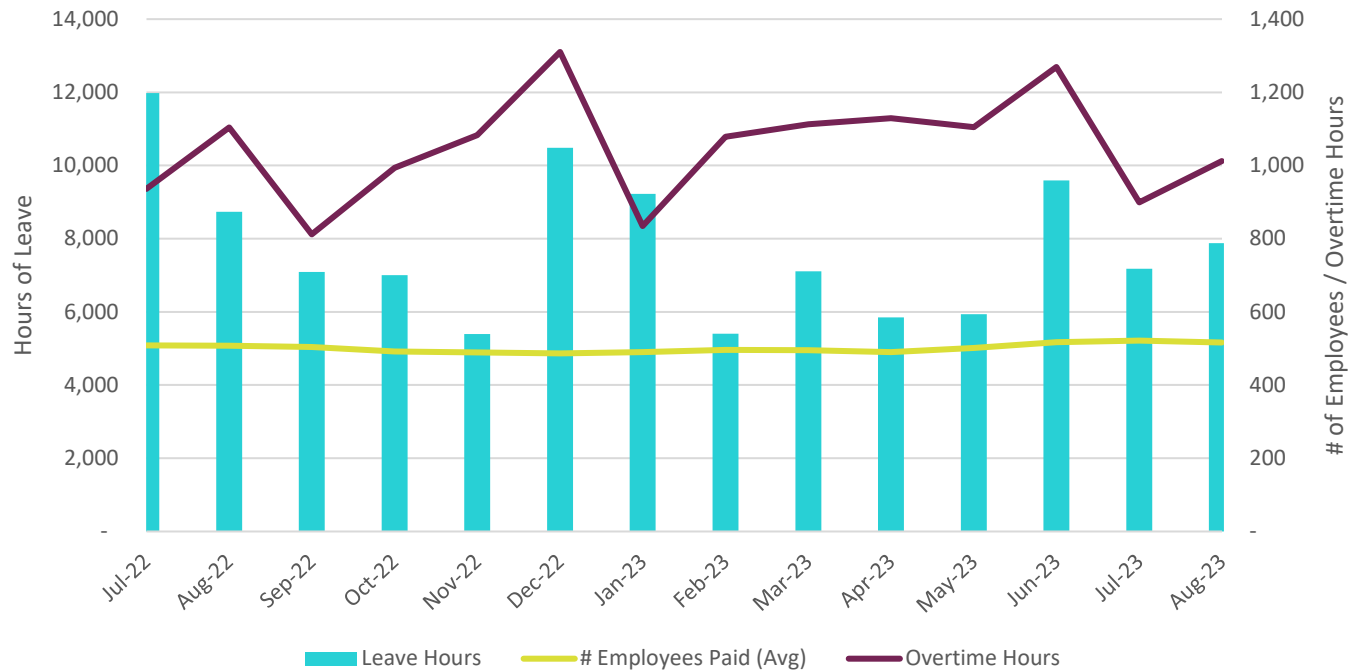
# Other Post Employment Benefit (OPEB)

	Cost Basis	Cost Variance From Inception	Market Basis	Market Variance From Inception
<b>Initial Contribution</b>	\$ 954,620		\$ 954,620	
<b>FY 2023 Year-End Balance</b>	\$ 2,135,292	\$ 1,119,005	\$ 3,807,041	\$ 2,685,538
<b>Balance at 7/31/2023</b>	\$ 2,135,226	\$ 1,180,606	\$ 3,892,944	\$ 2,938,324
Realized Gain/(Loss)			\$ 411	
Unrealized Gain/(Loss)			\$ (71,206)	
Fees & Expenses	\$ 67		\$ (7)	
Purchases/Sales	\$ (358)			
Transfers/Contributions			\$ (910)	
<b>Balance at 8/31/2023</b>	\$ 2,134,934	\$ 1,180,314	\$ 3,821,233	\$ 2,866,613



# Payroll Statistics

Employees / Leave\* / Overtime



Indicators	FY 2022 Average Per Pay Period	FY 2023 Average Per Pay Period	FY 2024 Average Per Pay Period
# Employees Paid	506	499	519
Leave Hours	4,196	3,473	3,764
Overtime Hours	279	473	478

# Memorandum

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**To:** Joe Wickens, Executive Director

**From:** Tina Cleveland, Director of Finance and Administration

**Date:** September 27, 2023

**Re:** Financial Policies and Procedure Manual Update - Representative Payee and Signatory Services

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The Finance team has initiated a thorough review of the Financial Policies and Procedures Manual to take place throughout the current fiscal year. Under this review, finance will work with various program leads where necessary to evaluate current policies and determine what changes are necessary to eliminate risk to individuals and/or agency while maintaining compliance with any regulatory agencies.

Based on a higher priority the team started their review with the Representative Payee and Signatory Services policy. Below are the updates that have been made to the policy.

**Policy:**

- **First paragraph, second sentence added:** Individuals who have been determined incapable of managing their SSA or SSI payments have the right to choose who will provide representative payee services.
- **Third paragraph: Replaced:** Staff must be at the Counselor II level or higher; **Replaced with:** Staff must be Grade 10 or higher
- **Third paragraph, last sentence added:** Training is provided by a member of the finance team for an overview of the policy and procedures and additional training at the program level will be provided during onboarding.

**Procedure for Establishing Representative Payee Services:**

- **Number 3, First Sentence Replaced:** forwarded to the RACSB staff member; **Replaced with:** forwarded to Finance Department
- **Number 3, Removed:** These forms are used to enter data into RACSB financial software. The staff member assigned as signatory is responsible to contact the account audit staff to obtain copies for banking and the individual/s receiving services; **Replaced with:** Director of Finance will assign audit designee. Copies of the approved budget are stored on the shared drive for reference for both financial and program staff. Bank statements are uploaded into the shared drive by finance designee.
- **Number 4: Updated:** bank name to Atlantic Union Bank
- **Number 5: Replaced:** checks received will be deposited in full and in a timely manner; **Replaced with:** checks received will be deposited in full within 3 business days

- **Number 6: Replaced:** The Signatory will enroll the individual in the RACSB Representative Payee and Signatory Services Reporting Unit (RU 1010) in AVATAR. **Replaced with:** The Residential Coordinator or Assistant Coordinator will notify the finance designee of all required information for the new representative payee.

#### **Procedure for Establishing Signatory Services:**

- **Number 1: Replaced:** Monthly Budget; **Replaced with:** Annual Budget
- **Number 1: Added:** Any fixed cost changes (on going expense) requires an update to the budget with subsequent approvals.

#### **Budget**

- **Letter a: Replaced:** Three signatures; **Replaced with:** Five signatures; **Added:** Program Coordinator
- **Letter d: Revised sentence:** Prepare new budget each January to reflect changes to Treasury payments and monthly expenses.
- **Letter e: Replaced:** If a significant and ongoing change occurs in the individual's month income or expenses, a new budget form must be prepared by staff and approved by the Community Services Director. A copy is filed in accounting and in the individual's file. **Replaced with:** If a significant and ongoing change occurs in the individual's month income or expenses, a new budget form must be prepared by staff and follow the approval process. A copy is filed on the shared drive.
- **Letter g: Added:** authorization from Coordinator in addition to Community Support Director
- **Letter i: Added Sentence:** For accounts carry over exceeding \$1500, Finance will provide monthly notice to program staff/payee regarding potential need to spend down.

#### **Check Writing**

- **Letter d: Sentence Removed:** Use of out of sequence checks should take place only in the event of an emergency.
- **Letter f: Updated wording:** electronic check register
- **Letter g: Added Sentence:** Finance designee will provide a monthly summary of out of sequence items or other concerns for the signatory/payee to resolve.
- **Letter k:** Increased value from \$30.00 to \$50.00. Added no more than three \$50.00 checks can be issued during a week. Checks presented at bank for cash, valid ID must be provided.

#### **Record Keeping**

- **Letter a: Added:** All receipts for checks written and individuals personal spending receipts are to be saved on the shared drive.
- **Letter b: Added:** Two staff signatures are required on receipts to confirm cash transactions.
- **Deleted:** Monthly bank statements are balanced by the staff member assigned to each individuals/s' receiving services account. A monthly schedule is provided staff for submitting individual/s' receiving services checkbooks and statements to accounting. Account activity is entered into financial software for balancing and record keeping.

- **Letter f: Added:** Digital registers, bank statements, receipts and reconciliation summaries are to be current and stored on shared drive.

#### **Management of Client Personal Funds**

- Entire Section Added

#### **Suggested Purchases to Spend Down Excess Funds**

- Entire Section Added

#### **Representative Payee Bank Account and Personal Spending Fund Audit Procedures**

- Entire Section Added

#### **Forms Revised**

- Internal Audit Finding Report
- Payee Request Form
- Signatory Request Form
- Account Reconciliation and Internal Audit Checklist
- Residential Financial Log

# Policy and Procedures for Representative Payee and Signatory Services

## POLICY:

SSA appoints a representative payee when a beneficiary is determined incapable of managing or directing someone else to manage their SSA and/or SSI payments. Individuals who have been determined incapable of managing their SSA or SSI payments have the right to choose who will provide representative payee services. RACSB is an approved Fee-for-Service Representative Payee and may apply to be representative payee for individual/s receiving services participating in RACSB programs. The Executive Director solely authorizes RACSB to accept funds from individual/s receiving services, employers or programs and assigns staff to fulfill the responsibilities of the representative payee. The RACSB procedures to control and account for our Representative Payee services have been developed in accordance with policies of the Social Security Administration (**Attachment-1**).

RACSB also offers financial services to individual/s receiving services who are not recipients of SSA funds. In this case, our role is to assist the individual/s receiving services with finances by becoming a bank account signatory. The Executive Director must authorize staff to fulfill these responsibilities. The fee structure and audit procedures for Signatory services are the same as those established for Representative Payee services. The Social Security Administration is not involved with Signatory services.

RACSB offers Representative Payee and Signatory services to individual/s receiving services in Residential Programs. Staff must be a Grade 10 or higher in order to be authorized as a signer on an individual/s receiving services account. Attendance at Individual/s Receiving Services Funds training is mandatory for staff involved with individual/s receiving service accounts. Training is provided by a member of the Finance team for an overview of the policy and procedures and additional training at the program level will be provided during onboarding.

## PROCEDURE for Establishing Representative Payee Services:

1. Upon determination that an RACSB individual/s receiving services is in need of Representative payee services, RACSB staff will submit documentation to the payer agency requesting RACSB designation as a representative payee. File a Form SSA-11 (**Attachment-2**) with the local Social Security office. SSA requires this application be completed in a face-to-face interview (with certain exceptions.) This process will apply to most individual/s receiving services since Treasury is usually their primary source of income.
2. Once RACSB has been designated representative payee, staff must complete a Payee Request Form (**Attachment-3**), which outlines agreement conditions and staff assignments as account Signatories. Staff must assist the individual/s receiving services in determining estimated expenses by preparing a Annual Budget Form (**Attachment-4**), which is reviewed on a monthly basis. This completed form is approved by the Community Support Services Director and forwarded to the Executive Director with the Payee Request Form. The Executive Director solely authorizes staff to fulfill the responsibilities of managing accounts by signing the Payee Request Form. For individual/s receiving services new to the program, a report on all of the individual/s' receiving services accounts and balances will accompany the Payee Request Form and the Monthly Budget Form. A copy of the SSA Representative Payee authorization is also required.



3. Once signed, the original Payee Request Form and the Monthly Budget Form are forwarded to the Finance Department designated staff assigned to audit and maintain individual/s receiving services funds records for the agency. Director of Finance will assign audit designee. Copies of the approved budget are stored on the shared drive for reference for both financial and program staff. Bank statements are uploaded onto the shared drive by Finance designee.

4. Upon receipt of authorizations, individuals receiving services are assisted in opening an account at Atlantic Union Bank or another bank of the individual's choice. Atlantic Union Bank offers free checking to RACSB staff and individual/s receiving services. The authorized signers provide the Payee Request Form to the bank, signature cards are signed and a new account is set up. To protect beneficiary funds, checking and saving accounts must show the beneficiary as the only owner (Beneficiary's name by RACSB, Representative Payee).

5. It is deemed that the most efficient procedure for receiving individual's funds is to request the payer agency to electronically deposit the funds to the individual's personal checking account. In situations where, electronic deposit is not practical, all checks received will be deposited in full within 3 business days to the individual's checking account.

6. The Residential Coordinator or Assistant Coordinator will notify the finance designee of all required information for the new representative payee.

#### **PROCEDURE for establishing Signatory services:**

1. Upon determination that an RACSB individuals receiving services is in need of signatory services, RACSB staff will assist the individual/s receiving services in completing a Signatory Request Form (**Attachment-5**), which outlines agreement conditions and staff assignments as account signatories. Staff must assist the individual/s receiving services in determining expenses by preparing the Annual Budget Form (**Attachment-4**), which is reviewed on a monthly basis. These forms are reviewed and approved by the Community Support Services Director and forwarded to the Executive Director. The Executive Director solely authorizes staff to fulfill the responsibilities of managing accounts by signing the Signatory Request Form. Any fixed cost changes (on going expense) requires an update to the budget with subsequent approvals.

2. Once signed, the original Signatory Request Form and the Monthly Budget Form are forwarded to the RACSB staff member assigned to audit and maintain individual/s receiving services funds records for the agency. The staff member assigned as signatory maintains a copy in the individual/s receiving services file.

3. Upon receipt of authorizations, the individual/s receiving services is assisted in opening an account at Atlantic Union Bank & Trust or another bank of the individual's choice. In the case of an existing account, the signature card is updated.

4. Ownership of funds should be clear. Since in this case we are simply an added signer, Social Security (Representative Payee) guidelines for account set up do not apply. (We do not set up the account as Beneficiary's Name, by RACSB.) Our name does not appear on the account except as an authorized signer. The individual served will have access to this information and documentation. Assigned Staff will assist the individual with obtaining this information.

#### **RACSB Staff Check Signing & Reporting Responsibilities**

RACSB staff involved with the Representative Payee and Signatory Services program must follow the procedures outlined below:

## 1. BUDGET

- a. Five signatures are required on the budget form: Individual/s receiving services, Responsible Staff (Payee), Program Coordinator, CSS Director and Executive Director.
- b. Include at least \$50.00 per month for personal spending.
- c. Prepare a new budget each time a representative payee change is made
- d. Prepare new budget each January to reflect changes in Treasury payments and monthly expenses.
- e. If a significant and ongoing change occurs in the individual's monthly income or expenses, a new Budget Form must be prepared by staff and must follow the approval process. A copy is filed on the shared drive.
- f. For a one-time receipt of money, including SSA funds, document the amount on a budget sheet with a spending plan and send to the Community Services director for approval. A copy will be filed with the individual's master file in accounting.
- g. Unbudgeted transactions require written authorization from the Coordinator and Community Support Services Director **prior** to issuance of a check.
- h. Budgets will be checked to actual spending. Unbudgeted expenditures will require written explanation. Life insurance or prepaid burial contracts must be authorized and signed by the Support Services Director. A copy will be kept with the master Representative Payee file in accounting. These accounts/contracts should be established on a case-by-case basis with the approval of SSA and the Community Support Services Director.
- i. If back payments of Social Security are paid in a lump sum, the funds must be spent on current needs such as rent and a security deposit, food or furnishings. The rest of the money may be spent for medical services, education, home improvements or debts. The back payment must be spent **within 6 months** so that the total resources are below \$2,000.00 for an individual or \$3,000.00 for a couple. For accounts carry overs exceeding \$1500, Finance will provide monthly notice to program staff/payee regarding potential need to spend down.
- j. Include vendor names in budget line. Example: If phone is paid to RACSB, enter RACSB in the vendor line. Due date should also be noted.
- k. Use budget each month to make sure payments are made in a timely manner and for reconciliation.
- i. Use Special Notes/Information section to explain/detail exception items. Must be signed in this section by Coordinator or Director.

## 2. CHECK WRITING

- a. All individuals receiving services will use carbon copy checks. Do not remove carbons. Do not remove checks before they are written.
- b. No checks are to be drawn to "cash".
- c. Counter checks should not be used (Blank checks obtained at the teller counter.)
- d. Checks should be used in order.
- e. The purpose of all check should be recorded on the memo line. Amounts for food, transportation, personal expenses, laundry, etc. should be clear. Checks will not be written to the individual/s receiving services for an amount to cover all expenses for the month.

- f. The electronic check register located on the shared drive must be current. When a check is written or a deposit is made, document it clearly in the electronic register. Dates must also be entered in the register.
- g. When a check does not clear the bank, signatory staff must research the reason and handle appropriately. If this involves voiding the check, a clear written explanation must be provided in the register. Finance designee will provide a monthly summary of out of sequence items or other concerns for the signatory/payee to resolve.
- h. Do not write a check unless there are adequate funds in the account. Electronically processed checks should be considered immediate withdrawals.
- i. Fees for statement copies are not to be paid by individual/s receiving services. Make sure you know when the statement should arrive and the individual to contact at RACSB if it is late.
- j. All transactions, including fees/charges, must be recorded in the account register with the actual transaction date.
- k. No check to individuals receiving services will be written in excess of \$50 per day without the Community Support Services Director's approval. No more than three \$50 checks written to individuals can be issued per calendar week (Sunday-Saturday) without Director approval. When staff must provide the individual/s receiving services with cash for personal expenditure items, the Check will be made payable to the individual/s receiving services. Do not make checks payable "To Staff for Individual/s Receiving Services". If a staff member cashes the check, valid ID must be presented at the bank. the individual/s receiving services and staff member must endorse the check (where applicable). See paragraph 3.d. below for security of these funds.
  - l. Telephone and internet payments drawn on the individual/s receiving service's account are not authorized. All payments will be made by writing a check in accordance with check writing procedures.

### 3. SECURITY

- a. Checkbooks in staff possession are maintained in a locked location.
- b. Access to checkbooks is limited to assigned signatory staff.
- c. When staff maintain cash for an individual/s receiving services it must be secured in an individual locking money pouch and kept in a secure, locked location. When staff assists residents in spending such funds, the expenditures are monitored on the Resident Financial Log form (**Attachment-6**). Staff counts available pouch money each time money is spent to ensure that the financial log balance is always correct. No more than \$50.00 will be maintained for an individual/s receiving services at any one time without prior written approval from the Community Support Services Director and/or the Developmental Disabilities Residential Coordinator. Individuals in Supported Apartment Programs and Sponsored Placement will store and maintain their personal spending funds. Staff will provide a receipt that the individual received funds and document in EHR that individual received spending money. Exploring the use of student checking type of accounts for management of individual "petty" cash or personal spending. Policy to be updated once receive clarification on account options.
- d. The signatory/payee must report loss of a checkbook, regardless of the length of time, to the bank, DD Residential Coordinator, CSS Director, and Director of Finance, immediately.
- e. Any unusual checkbook activity must also be reported to the supervisor, Coordinator, Finance and CSS Directors, immediately. This includes **any** activity that could result in legal or public relations issues for RACSB.

- f. Discrepancies, unusual or excessive expenditures that are not acceptably explained and documented with receipts, or any discrepancies in the account are reported immediately to the Executive, Community Support Services and the Finance Directors. Upon discovery of circumstances suggesting a reasonable possibility that a fraudulent transaction has occurred the Executive Director shall report such information in accordance with Chapter 5, Section 2 of this manual.
- g. Checkbook records for RACSB individual/s receiving services are kept on computer in the accounting department.
- h. Loans by staff from individuals receiving services to other individuals receiving services are not permitted. Loans between staff and individuals receiving services are also not permitted. Loans between staff and individuals can result in disciplinary action.

#### **4. RECORD KEEPING**

- a. It is the responsibility of the staff person with signature authority to retain original receipts and invoices for all payments and purchases. The staff writing the check will sign the receipt/invoice verifying the purchase was made for and received by the individual/s receiving services. These receipts/invoices will be organized, annotated with the check number and saved on the shared drive with the electronic check registers for audit. Cash held by programs for individuals also must track/save receipts for personal expenses. For the individual/s receiving services who hold their own money, they are not required to provide receipts for purchases out of the personal expenditure budget.
- b. Those individual/s receiving services, who are physically and/or mentally capable, must sign a receipt for any cash given them from payee accounts by staff. If an individual is unable to sign a receipt for cash, two staff signatures are required on a receipt to confirm transaction.
- c. Accounts must be balanced and audited by the Finance department before payee responsibility is transferred.
- d. Checkbooks maintained by a staff person will be audited by the RACSB Finance department at the time the staff person submits a resignation notice.
- e. The account auditor completes the Payee Accounts Reconciliation and Internal Audit Checklist (Attachment-7). Questions and/or problems are recorded on an Internal Audit Response Form (Attachment-8). The program Coordinator must ensure corrective action is accomplished and the form is annotated and returned to the audit staff no later than the next audit.
- f. All individual/s receiving services check registers, bank statements, supporting documentation receipts and financial logs are to be maintained on a current basis. Signatory or Payee staff are to review records with the individual served on a monthly basis and available at any time for audit by the Community Support Services Director or the Finance and Administration Director, or their designees. Digital register, bank statements, receipts, reconciliation summaries are to be current and stored in the shared drive.
- g. Payees will be sent a "Representative Payee Report" periodically, usually once a year (**Attachment-9**). The report is simple to complete if staff keep clear records of payments received and how the money is spent and/or saved. These reports need to be completed and returned to SSA.
- h. A copy of SSA correspondence establishing RACSB Representative Payee status must be filed with the accounting copy of the Rep Payee Authorization form.
- i. Records Retention: Storage of Individual/s Receiving Services statements and related items is the responsibility of the assigned signers. Retention will be in accordance with Chapter 5, Section 4 of this manual.

#### **5. MANAGEMENT OF CLIENT PERSONAL FUNDS**

- a. RACSB encourages individuals receiving services to acquire skills to manage their own financial affairs. When needed, RACSB residential program staff may provide additional support to residents for the management of personal funds. Resident personal funds include the individual's monthly personal spending

allowance from SSI/SSDI, wages earned, or gifted money and dictated by annual budget or with proper allowances, by unique circumstances. The management of the individual resident funds will be done in a responsible, accountable manner, in compliance with agency and program policies.

b. The DD Residential Coordinator under the direction of the Community Support Services Director is responsible for all resident funds in Developmental Disability Services at Rappahannock Area Community Services Board. DD Residential Program supervisors/managers and assistant managers are responsible for day to day operations of the sites and assure compliance with representative payee, signatory requirements and personal fund policies. Individual residents capable of managing their own finances will be encouraged to do so and will be provided with a lock box in which to secure the funds. Residents who do not currently possess the skills required to manage and monitor their own spending funds and desiring to do so may have a goal of obtaining that skill to the extent of their ability included in their Person-Centered Plan. All programs will monitor and secure the individual personal spending in the following manner:

1. All personal funds are to be stored in a secure location. If the program maintains the funds for the individual, they are to be locked but accessible to the individual upon request or planned activity. If the funds are held by the individual resident, staff are to assure the individual has the necessary means to securely store funds, to include wallet/purses, lock boxes/cabinets, or otherwise secure space.
2. Individual funds are not to be comingled with other residents' personal funds.
3. Personal funds typically are received via a check written to the individual to cash from their representative payee or signatory account. The check cannot exceed \$50 without CSS director approval. No more than three \$50 checks can be written to cash in a single week (Sunday-Saturday) without express permission from the CSS Director and explanation of the needed funds.
4. Individuals sign a receipt when they receive a check to cash. If an individual isn't physically and/or mentally capable to sign the receipt, two staff members must sign a receipt to confirm transfer of check to cash. Check number must be recorded on the receipt as well as on the personal fund ledger.
5. The staff or resident receiving the funds will sign in the space designated as "Funds Received By" and indicate the amount received in the space designated as "Amount Received" and fill in the date of receipt.
6. Cashed unused funds, should not exceed \$50.
7. Staff are to maintain personal fund ledger with receipts for cash purchases.
8. Receipts and personal fund ledger are to be scanned into the shared drive corresponding with the individual's payee files.
9. Finance Department designee will conduct monthly account reconciliations to ensure documentation supports account activity.
10. Review of the personal fund ledgers will be part of the monthly supervision for all program supervisors/managers. The review will include audit for receipts and actual count of the money on site.
11. If funds are given to a family member or otherwise trusted person to support an individual's participation in an activity, the other person is to sign a receipt.

#### **Cash Deposits:**

Deposits to the personal funds must be documented on the ledger. The source of the deposit should also be noted on the ledger. Corresponding check numbers should also be included on the personal funds ledger.

#### **The personal funds stored by the program:**

1. Activity calendars with approximate costs should be submitted monthly by program supervisors to DD Residential Coordinator, Compliance and CSS Directors.
2. Payees are to support maintaining a balance of \$50 in the personal funds.
3. When an individual will need cash for an activity, staff are to request the removal of funds. The request to the program supervisor should include the approximate cost, amount of cash removed, the date/time of the activity, and the details of the activity.
4. Staff are to count the actual funds prior to removing cash for an activity. If the cash does not align with the ledger's total, staff are to notate the discrepancy in the ledger.
5. Within in 24 hours of the activity, change should be returned to storage with the ledger. Receipts should be taped to paper and stored in the binder with the ledger and cash. The ledger should be

updated to reflect the expense. Staff are to count the total cash on hand again following the activity. Any discrepancies must be notated in the ledger. Staff are to initial receipts and ledgers.

6. All discrepancies must include an explanation and notification to supervisor.

#### **The personal funds held by resident/individual:**

1. Payee will write checks to individual for personal spending based on budget or individual request and availability of funds.
2. The individual will be supported with cashing the funds as needed.
3. Prior to receiving funds, staff will provide coaching on storing/management of personal funds.
4. Individual will sign a receipt acknowledging transfer of funds from payee to resident.

#### **Gift Cards:**

1. If an individual receives a gift card, a ledger is used to track activity and balance.
2. The source of the funds for the gift card are identified in the ledger. (i.e check number if from payee account, cash from personal funds, gift, etc.)
3. Receipts for expenses are kept with the gift card ledger

### **5. ACCOUNT CLOSEOUT**

a. A beneficiary' account will be closed if the beneficiary dies, if a new Representative Payee is appointed by SSA or if SSA determines the beneficiary no longer requires a Representative Payee. \*If a beneficiary dies any social security payment for the month of death or after must be returned to SSA. An SSI payment will be made for the month of death but must be returned to SSA for any month after death. Any conserved funds belonging to the beneficiary are the property of his or her estate and will be given to the legal representative of the beneficiary's estate or otherwise handled according to state law. The account will be closed in accordance with the procedures in paragraph 5.b.

\*If SSA appoints a new Representative Payee any conserved funds will be returned to SSA and the account will be closed in accordance with the procedures in paragraph 5.b.

\*If it is felt that the beneficiary no longer requires a Representative Payee SSA will be notified. SSA will schedule an appointment with the beneficiary to determine whether he or she is capable of handling his or her own money. If SSA determines that the Representative Payee is no longer required any conserved funds will be returned to SSA and the account will be closed in accordance with the procedures in paragraph.

b. The following procedures will be followed to close a beneficiary's account:

\*Signatory will provide a copy of the SSA notification that Representative Payee status has changed to the account auditor.

\*Signatory will provide a written statement as to circumstances and dates of account closure to the account auditor.

\*Signatory will reconcile the account and provide same to the account auditor along with any bank statements, receipts, check registers and unused checks.

\*Account auditor will conduct a final audit of the account and provide the results to the signatory, the signatory's supervisor, the agency Internal Auditor, the Community Support Services Director and the Finance and Administration Director.

\*After satisfactory completion of the final audit the signatory will forward conserved funds to SSA or the beneficiary's estate as appropriate and close the account with the financial institution.

\*Signatory will file all documentation of account in accordance with paragraph 4.j.

### **6. SUGGESTED PURCHASES TO SPEND DOWN EXCESS FUNDS**

- a. Health and hygiene items - soaps, toiletries, cosmetics, combs, brushes, bath scale, dermatology treatments, cosmetic surgery, elective or cosmetic dental treatments, etc.;
- b. Clothing such as caps, scarves, gloves, bathing suits and caps, seasonal garments, shoes, boots, slippers, athletic shoes, disability-related adaptive clothing, etc.;
- c. Convenience items such as radios, TVs, clocks, CD/DVD players, clothes hamper, stationery, wristwatches, etc.;
- d. Living area furnishings such as carpets, curtains, blankets, bedspreads, quilts, pictures, posters, mirrors, pillows, lockable chest/trunk, rocking chair, recliner, etc.;
- e. Therapeutic equipment - if recommended by a doctor or appropriate therapist, and not
- f. Covered by any other source: hearing aids, electric wheelchairs, orthopedic shoes, shower and bathroom chairs, walkers, crawlers, book holders, feeding aids, toilet aids, etc.;
- g. Transportation expenses - trips to visit family or for relatives to visit the beneficiary in special cases, trips to amusement parks, State Fairs, summer camps, etc.;
- h. Hobby and craft items - art supplies, photo albums, cameras, film, cassette tapes, video cassettes, etc.; and
- i. Miscellaneous items - magazine subscriptions, reasonably priced holiday presents for family/friends, telephone calls to or from out-of-town relatives, restaurant meals, etc.

## **Representative Payee Bank Account and Personal Spending Fund Audit Procedures**

Personal spending cash accounts have been established for Representative Payee and/or Signatory accounts in order to provide an alternative source of money when using their checkbook is not feasible, primarily due to time constraints when cash is a necessary means of purchasing. The Representative Payee (authorized signer) of the account is designated as the custodian of the personal spending cash fund. The Director of Finance or designee provides an overview of the procedures and audit function to the custodian on the cash fund procedures. The Director of Community Support Services or designee provide an in-depth program specific training to the custodian on the cash fund procedures. The amount of each fund shall be no more than \$50 maintained for an individual/s receiving services at any one time without prior approval from the Community Support Services Director and the Intellectual Disabilities Residential Coordinator.

### **REPRESENTATIVE PAYEE BANK ACCOUNT**

Each month an internal audit will be performed on all representative payee bank accounts by a member of the Finance team. The audit will consist of the following:

- Three-way review between monthly (Annual) budget, electronic check registers and receipts
- A review of the electronic check registers to verify all checks have been written in sequential order, as indicated in policy

- There are no checks written over the \$50 threshold to an individual, if written, verify appropriate authorization was received and policy of followed of only three checks within a week with approval
- Receipts are provided to support checks written on payee account (invoice, receipt, lease, etc.)
- Finance team will review all documentation provided and submit any findings to the Group Home Manager, Residential Coordinator and Director of Community Support Services.
- The Group Home Manager, Residential Coordinator and Director of Community Support Services will have five (5) business days to correct and respond to the Finance teams with corrective action.

Each month a random internal audit will be done over the personal spending fund of individuals by a member of the Finance team. The audit will consist of the following:

- A member of the Finance team will establish an audit schedule that is only disclosed to the Finance team.
- Onsite visits will be conducted over personal spending funds providing same day notice of a 30-60 minutes window of arrival.
- Onsite Finance team will review the Resident Spending Log (Attachment – 6) for the following:
  - All information is completed and accurate
  - Verify all withdrawals noted have an accompany receipt for expense
  - Receipts are annotated with signature of staff and check number issued
  - Cash remaining on receipt is entered on log as a deposit
  - Accuracy of math to determine valid balance
- Finance team will count actual cash funds and compare to spending log for accuracy
  - If funds do not match (under or over) the spending funds log the Finance team will immediately notify the Residential Coordinator and Director of Community Support Services
  - Residential Coordinator and/or Director of Community Support Services will provide a corrective action plan (verbally accepted) before leaving the facility
  - Finance team will complete the audit finding documentation and support to all parties above and include the Executive Director



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**MENTAL HEALTH**

PROGRAM	REVENUE			EXPENDITURES			ACTUAL VARIANCE	VARIANCE / REVENUE
	BUDGET * FY 2024	ACTUAL YTD	%	BUDGET FY 2024	ACTUAL YTD	%		
OUTPATIENT (FED)	2,442,643	461,347	18.89%	2,442,643	443,728	18.17%	17,619	4%
MEDICAL OUTPATIENT ( R ) (FED)	4,420,904	740,714	16.75%	4,420,904	715,765	16.19%	24,949	3%
ACT NORTH ( R )	875,000	153,905	17.59%	875,000	140,429	16.05%	13,476	9%
ACT SOUTH ( R )	875,000	140,015	16.00%	875,000	126,614	14.47%	13,401	10%
CASE MANAGEMENT ADULT (FED)	1,043,065	168,908	16.19%	1,043,065	194,041	18.60%	(25,133)	-15%
CASE MANAGEMENT CHILD & ADOLESCENT (FED)	1,031,998	140,348	13.60%	1,031,998	120,741	11.70%	19,607	14%
PSY REHAB & KENMORE EMP SER ( R ) (FED)	703,184	112,207	15.96%	703,184	123,245	17.53%	(11,038)	-10%
PERMANENT SUPPORTIVE HOUSING ( R )	2,295,862	378,819	16.50%	2,295,862	295,035	12.85%	83,785	22%
CRISIS STABILIZATION ( R )	2,149,875	200,231	9.31%	2,149,875	189,364	8.81%	10,867	5%
SUPERVISED RESIDENTIAL	360,841	224,369	62.18%	360,841	81,616	22.62%	142,753	64%
SUPPORTED RESIDENTIAL	781,947	200,169	25.60%	781,947	144,733	18.51%	55,436	28%
JAIL DIVERSION GRANT ( R )	94,043	15,674	16.67%	94,043	16,276	17.31%	(602)	-4%
JAIL & DETENTION SERVICES	523,537	26,253	5.01%	523,537	3,322	0.63%	22,931	87%
<b>SUB-TOTAL</b>	<b>17,597,899</b>	<b>2,962,958</b>	<b>17%</b>	<b>17,597,899</b>	<b>2,594,909</b>	<b>15%</b>	<b>368,050</b>	<b>12%</b>
* Budget excludes program subsidies								

**DEVELOPMENTAL SERVICES**

PROGRAM	REVENUE			EXPENDITURES			ACTUAL VARIANCE	VARIANCE / REVENUE
	BUDGET * FY 2024	ACTUAL YTD	%	BUDGET FY 2024	ACTUAL YTD	%		
CASE MANAGEMENT	3,600,846	592,539	16.46%	3,600,846	536,458	14.90%	56,081	9%
DAY HEALTH & REHAB *	4,969,885	735,776	14.80%	4,969,885	772,839	15.55%	(37,063)	-5%
GROUP HOMES	6,380,744	1,211,274	18.98%	6,380,744	847,312	13.28%	363,962	30%
RESPIRE GROUP HOME	749,912	37,688	5.03%	749,912	95,624	12.75%	(57,936)	-154%
INTERMEDIATE CARE FACILITIES	4,295,140	767,042	17.86%	4,295,140	680,121	15.83%	86,922	11%
SUPERVISED APARTMENTS	2,071,114	586,534	28.32%	2,071,114	264,866	12.79%	321,668	55%
SPONSORED PLACEMENTS	2,216,891	417,017	18.81%	2,216,891	353,881	15.96%	63,136	15%
<b>SUB-TOTAL</b>	<b>24,284,532</b>	<b>4,347,871</b>	<b>17.90%</b>	<b>24,284,532</b>	<b>3,551,101</b>	<b>14.62%</b>	<b>796,770</b>	<b>18%</b>
* Budget excludes program subsidies								

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**SUBSTANCE ABUSE**

PROGRAM	REVENUE			EXPENDITURES			ACTUAL VARIANCE	VARIANCE / REVENUE
	BUDGET * FY 2024	ACTUAL YTD	%	BUDGET FY 2024	ACTUAL YTD	%		
SA OUTPATIENT ( R ) (FED)	1,616,929	187,380	11.59%	1,616,929	268,240	16.59%	(80,861)	-43%
MAT PROGRAM ( R ) (FED)	774,936	38,351	4.95%	774,936	152,676	19.70%	(114,325)	-298%
CASE MANAGEMENT ( R ) (FED)	232,071	30,997	13.36%	232,071	16,090	6.93%	14,907	48%
RESIDENTIAL ( R )	69,049	11,508	16.67%	69,049	28,781	41.68%	(17,273)	-150%
PREVENTION ( R ) (FED)	867,515	11,550	1.33%	867,515	92,523	10.67%	(80,973)	-701%
LINK ( R ) (FED)	290,801	26,031	8.95%	290,801	41,625	14.31%	(15,595)	-60%
<b>SUB-TOTAL</b>	<b>3,851,301</b>	<b>305,817</b>	<b>8%</b>	<b>2,234,372</b>	<b>599,936</b>	<b>27%</b>	<b>(213,259)</b>	<b>-70%</b>

\* Budget excludes program subsidies

**SERVICES OUTSIDE PROGRAM AREA**

PROGRAM	REVENUE			EXPENDITURES			ACTUAL Variance	VARIANCE / REVENUE
	BUDGET * FY 2024	ACTUAL YTD	%	BUDGET FY 2024	ACTUAL YTD	%		
EMERGENCY SERVICES ( R )	1,712,988	348,512	20.35%	1,327,096	174,742	13.17%	173,771	50%
CHILD MOBILE CRISIS ( R )	371,304	90	0.02%	320,728	8,232	2.57%	(8,142)	-9047%
CIT ASSESSMENT SITE ( R )	290,495	53,734	18.50%	289,481	63,612	21.97%	(9,878)	-18%
CONSUMER MONITORING ( R ) (FED)	133,656	0	0.00%	139,646	15,784	11.30%	(15,784)	0%
ASSESSMENT AND EVALUATION ( R )	390,825	76,229	19.50%	739,048	62,298	8.43%	13,931	18%
<b>SUB-TOTAL</b>	<b>2,899,268</b>	<b>478,566</b>	<b>16.51%</b>	<b>2,815,999</b>	<b>324,668</b>	<b>11.53%</b>	<b>153,898</b>	<b>32%</b>

\* Budget excludes program subsidies

**ADMINISTRATION**

PROGRAM	REVENUE			EXPENDITURES			ACTUAL VARIANCE
	BUDGET * FY 2024	ACTUAL YTD	%	BUDGET FY 2024	ACTUAL YTD	%	
ADMINISTRATION (FED)	130,080	112,843	86.75%	130,080	112,843	86.75%	0
PROGRAM SUPPORT	4,354	4,600	105.64%	4,354	4,600	105.64%	0
<b>SUB-TOTAL</b>	<b>134,434</b>	<b>117,443</b>	<b>87.36%</b>	<b>134,434</b>	<b>117,443</b>	<b>87.36%</b>	<b>0</b>
ALLOCATED TO PROGRAMS				4,268,473	827,893	19.40%	

\* Budget excludes program subsidies

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

PROGRAM	REVENUE			EXPENDITURES			ACTUAL VARIANCE	VARIANCE / REVENUE
	BUDGET * FY 2024	ACTUAL YTD	%	BUDGET FY 2024	ACTUAL YTD	%		
INTERAGENCY COORDINATING COUNCIL ( R )	1,721,538	268,920	15.62%	1,721,538	128,062	7.44%	140,858	52%
INFANT CASE MANAGEMENT ( R )	808,195	110,457	13.67%	808,195	149,217	18.46%	(38,760)	-35%
EARLY INTERVENTION ( R )	2,178,718	233,271	10.71%	2,178,718	326,591	14.99%	(93,320)	-40%
<b>TOTAL PART C</b>	<b>4,708,451</b>	<b>612,648</b>	<b>13.01%</b>	<b>4,708,451</b>	<b>603,870</b>	<b>12.83%</b>	<b>8,778</b>	<b>1%</b>
HEALTHY FAMILIES ( R )	280,006	25,647	9.16%	280,006	43,528	15.55%	(17,881)	-70%
HEALTHY FAMILIES - MIECHV Grant ( R ) (REIM)	315,601	29,558	9.37%	315,601	55,861	17.70%	(26,303)	-89%
HEALTHY FAMILIES-TANF & CBCAP GRANT ( R ) (REIM)	459,084	63,267	13.78%	459,084	78,835	17.17%	(15,568)	-25%
<b>TOTAL HEALTHY FAMILY</b>	<b>1,054,691</b>	<b>118,472</b>	<b>11.23%</b>	<b>1,054,691</b>	<b>178,224</b>	<b>16.90%</b>	<b>(59,752)</b>	<b>-50%</b>

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**RECAP FY 2024 BALANCES**

	<u>REVENUE</u>	<u>EXPENDITURES</u>	<u>NET</u>	<u>NET / REVENUE</u>
MENTAL HEALTH	2,962,958	2,594,909	368,050	12%
DEVELOPMENTAL SERVICES	4,347,871	3,551,101	796,770	18%
SUBSTANCE ABUSE	305,817	599,936	(294,120)	-96%
SERVICES OUTSIDE PROGRAM AREA	478,566	324,668	153,898	32%
ADMINISTRATION	117,443	117,443	0	0%
FISCAL AGENT PROGRAMS	731,121	782,094	(50,973)	-7%
<b>TOTAL</b>	<b>8,943,776</b>	<b>7,970,152</b>	<b>973,624</b>	<b>11%</b>

Restricted Funds	\$ (53,565)
Unrestricted Funds	1,021,321
<b>Total</b>	<b>\$ 973,624</b>
Carryover Restricted Funds Not Yet Booked	\$ 1,589,005
<b>Total</b>	<b>\$ 2,562,629</b>

**RECAP FY 2023 BALANCES**

	<u>REVENUE</u>	<u>EXPENDITURES</u>	<u>NET</u>	<u>NET / REVENUE</u>
MENTAL HEALTH	1,668,032	1,433,348	234,684	14%
DEVELOPMENTAL SERVICES	2,339,533	1,982,582	356,951	15%
SUBSTANCE ABUSE	239,812	324,185	(84,373)	-35%
SERVICES OUTSIDE PROGRAM AREA	356,617	234,207	122,410	34%
ADMINISTRATION	8,439	8,439	0	0%
OTHER	0	26,611	(26,611)	0%
FISCAL AGENT PROGRAMS	871,486	497,239	374,248	43%
<b>TOTAL</b>	<b>5,483,919</b>	<b>4,506,611</b>	<b>977,309</b>	<b>18%</b>

	<u>\$ Change</u>	<u>% Change</u>
Change in Revenue from Prior Year	\$ 3,459,856	63.09%
Change in Expense from Prior Year	\$ 3,463,542	76.85%
Change in Net Income from Prior Year	\$ (3,684)	-0.38%

\*Unaudited Report

To: Joe Wickens, Executive Director

From: Brandie Williams, Deputy Executive Director

Re: Joe and Mary Wilson Community Benefit Fund of Mary Washington Hospital and Stafford Hospital Community Benefit Fund

Date: June 9, 2022

The Rappahannock Area Community Services Board had the opportunity to submit a proposal for potential funding through the Joe and Mary Wilson Community Benefit Fund of Mary Washington Hospital and Stafford Hospital Community Benefit Fund targeted at funding behavioral health initiatives in rural locations. RACSB submitted the following proposal for consideration.

The Children and Adolescent Behavioral Health Supports Program initiative provides evidenced-based, recovery-oriented service treatment using a model that provides comprehensive, locally-based clinical and recovery support services to children and adolescents experiencing increased behavioral health needs. This funding opportunity would expand this existing program by adding one full-time Child and Adolescent Therapist. The program has already established partnerships with Caroline County and Fredericksburg City and has two therapists actively providing services. The CABHSP initiative will partner with a local school system in our service area to target children/adolescents experiencing behavioral needs to receive enhanced services. The program currently serves students from Fredericksburg City and Caroline County Public Schools. RACSB is willing to expand to Stafford based on funding level or requirements. The initiative currently funds two Child and Adolescent Mental Health Therapists, who work in tandem with school counselors, school psychologists and school social workers to provide a full continuum of supports. Funding for one additional therapist was awarded by the Mary Washington Hospital Foundation last grant cycle, but RACSB has not yet received the check. Once funding is received, we will work to hire the therapist for placement in Fredericksburg City School. This funding would support one additional Child and Adolescent Mental Health Therapist. Co-located and community-based services increase access for individuals who may not typically have been enrolled in traditional RACSB services. Priority areas addressed include increasing access; addressing trauma, grief, and loss; children's behavioral health services; and indirectly providing associated supports and services using transportation of school system.

**Community Benefit Fund Continuation Application Cover Page**

Check which Foundation this application applies to: \_\_\_ Mary Washington Hospital or \_\_\_ Stafford Hospital

**Full name of the organization requesting funding:**

Federal Identification Number: 54-1183037

Program Title: Children and Adolescents Behavioral Health Supports Program

Contact Person and Title: Brandie Williams, Deputy Executive Director

Mailing Address: 600 Jackson Street, Fredericksburg, VA 22401

Phone: 540-834-7277; 540-899-4401

Fax: 540-371-3753

E-mail Address: bwilliams@rappahannockareacsb.org

<b>1. Community Benefit Fund Grant Request:</b>	<b>\$79,800</b>
2. Dollar Amount from Organization:	\$63,650
3. Dollar Amount from Other Sources:	\$126,000
Total Dollar Amount of Program (1+2+3):	\$269,450
Current Agency Operating Budget:	\$52,834,926

**MWHC Approved Objectives** – Check the objective(s) this program will address:

Educational programs addressing the following ten (10) health needs. *Check those that apply*

- Cancer – Including breast, lung, and prostate
- Cardiovascular Health
- Reduction of Obesity / Attainment of Healthy Weight
- Diabetes Screening and Education
- Mental Health Services
- Access to Affordable Health Services
- Tobacco Cessation
- Substance Abuse
- Access to Affordable Dental Services
- Seniors Health Issues (Osteoporosis, Dementia, and Fall/Fracture Prevention)

Cardiovascular health, heart disease, stroke, and tobacco cessation.

Cancer education and screening.

Diabetes education and screening, overweight and obesity.

Access to health-related services.

Access to behavioral Health Services.

Physical, mental and dental health of pregnant women, and infants (Emphasis on prenatal care).

Seniors and caregivers, aging, and end-of-life decisions.

Prevention and management of chronic environmental and respiratory diseases.

Increase healthcare workforce development programming to further enhance training, hiring, and

developing of healthcare workers.

Improve health equities by attaining the highest level of healthcare for all people.

Other, please identify \_\_\_\_\_

Approximate number of people who will be served by this program: 300

Geographical area this program will serve: Program currently established in Fredericksburg and Caroline. Would like to expand to Stafford County based on funding levels requirements.

The applying organization's governing board discussed and/or approved application for funding at a meeting held on October 10, 2023 (date).

Officer of the Board please initial here GRB

**Signatures: This proposal must be signed by an Officer of the Board and the organization's Executive Director, or like position.**

The organization named above will act as the responsible fiscal agent for any funds received and will comply with applicable tax laws, regulations and Foundation policies. We understand that the Foundation may require expenditure reports from grant recipients and may request the opportunity to visit our organization before awarding a grant or after a grant has been made for the purposes of project evaluation.

**Officer of the Board:**

Nancy Beebe Officer of the Board 10/2/2023  
Signature Title Date

**Executive Director:**

[Signature] Executive Director 10/2/23  
Signature Title Date

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Tracking code:

# Memorandum

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**To:** Joe Wickens, Executive Director

**From:** Amy Jindra, CSS Director

**Date:** October 2, 2023

**Re:** Transitional Bed Funding Increase

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RACSB offers Transitional Beds in two of the Mental Health Residential Programs. Transitional beds provide housing for individuals ready for discharge from a state psychiatric hospital. The beds are held in reserve until the individual completes needed passes and is otherwise prepared for discharge. RACSB recently renewed the agreement to offer Transitional Beds at Home Road Supported Apartment Program and Lafayette Boarding House. The updated Exhibit D includes several important changes to programming and funding. The original Exhibit D began in 2021 for \$201,529 annually for 5 transitional beds at Home Road and 1 bed at Lafayette. Criteria for admission in the original agreement limits bed use to only individuals discharging from a state psychiatric hospital. The 2023 agreement increases funding to \$299,981 annually. The new Exhibit D also allows for flexibility of location of the 6 beds between Lafayette and Home Road, providing more choice for individuals and accuracy in treatment provision. Additionally, criteria for admission to a transitional bed now includes diversion criteria. The expanded admission criteria allow for greater opportunity to serve individuals who have had repeated hospitalizations, in or near crisis, recent waitlist for state hospitalization, or to support jail diversion from a psychiatric hospital.

The additional flexibility in the 2023-2025 Exhibit D for Transitional Beds will allow Mental Health Residential Services to better serve those at risk for psychiatric crises or in need of discharge from a state hospital.