

Fiscal Reporting Requirements

Effective 1-28-06

Policy: West Slope Casa providers will submit the following data on or before the dates listed below, as a condition of continued funding.

Procedure:

Monthly

AFS: Each West Slope Casa provider will submit the following Additional Family Services data to Sandy Roberts, fax 970-725-3614, e-mail sroberts@cwrmhc.org by the 15th of the following month:

- List each client, services provided, amount billed to AFS and FICF (Core)

SWS: Each SWS provider will submit bills by the 15th of the following month to Sandy Roberts to include:

- Line Item billings for personnel, staff travel, and operating expenses
- Receipts for direct expenses

SSIC: Each SSIC provider will submit bills by the 15th of the following month to Sandy Roberts to include:

- A completed SSIC billing form listing dates of groups and # in group

Quarterly

Each West Slope Casa provider will submit **quarterly reports** to Sandy Roberts, Clinical Director, by the 15th day of the month following the end of the quarter.

- Data will be submitted by e-mail sroberts@cwrmhc.org,) or fax (970-725-3614) in the most recent quarterly report format. Note all quarters are on one page and data should build on the last quarter's numbers.

Annual Cost-Share

Each West Slope Casa provider receiving less than \$300,000 annually will submit an annual cost-share report to Sandy Roberts by December 31 of the current fiscal year. Sandy can be contacted for electronic copies of the form.

Audited Financial Statements

Each West Slope Casa provider receiving more than \$300,000 annually will provide a copy of its audited financial statement on or before December 31 of each year, covering the previous fiscal year. WSC will send all audited financials to ADAD in aggregate.