

Category: Budget & Financial Reporting

Issue: Expenditure Reporting Dates

Definitions: *expenditure report* – a written accounting of a provider’s actual use of program funds, as compared to the approved budget for the contract

Finding: Pursuant to the POS contract, a provider agrees to provide the State contracting agency (SCA) with financial information necessary to monitor and evaluate compliance with the contract budget. Over time, the SCAs have established slightly differing requirements as to when such financial reports are submitted by providers. In an effort to standardize these requirements, the SCAs have come to agreement on the total number of reports that providers must submit. In addition, the SCAs agreed to adopt a standard reporting schedule – one for contracts based on the State Fiscal Year, and another for contracts based on the Federal Fiscal Year. For any special contract (e.g., short-term contract for a specific task) that falls outside the standard State or Federal schedule, the SCA shall develop an appropriate reporting schedule.

In all cases, the SCA shall determine which reporting schedule applies and include the required schedule in the contract.

Standard Policy: A provider shall submit the financial reports required by the SCA according to the contract’s start date. The SCA will determine whether the 4-Month Interim Report is Optional or Required.

Start Date	Reporting Period	Due Date	Type
July 1	4-Month Interim Report	November 30	TBD
	8-Month Interim Report	March 31	Required
	12-Month Final Report	September 30*	Required

* Final Reports submitted to DDS are due October 15

Start Date	Reporting Period	Due Date	Type
October 1	4-Month Interim Report	February 28	TBD
	8-Month Interim Report	June 30	Required
	12-Month Final Report	December 31	Required

Start Date	Reporting Period	Due Date	Type
January 1	4-Month Interim Report	May 31	TBD
	8-Month Interim Report	September 30	Required
	12-Month Final Report	March 31	Required

Start Date	Reporting Period	Due Date	Type
April 1	4-Month Interim Report	August 31	TBD
	8-Month Interim Report	December 31	Required
	12-Month Final Report	June 30	Required

Notes: Interim financial reports are required only from providers paid in accordance with an approved contract budget. Providers paid on a "fee for service" or "per diem" basis are not required to submit interim reports.

The 4-Month Report covers all expenditures for the preceding four months.
The 8-Month Report covers all expenditures for the preceding eight months.
The 12-Month Final Report covers all expenditures for the preceding twelve months.

The SCAs retain the right to establish alternative reporting schedules for special contracts with other funding sources when the standard schedules are unsuitable.

Override: If any federal or State law or regulation prescribes a policy or requirement that differs from the one established herein, such policy or requirement shall control and govern.

Effective Date: This policy shall be effective on or before July 31, 2011 for all POS contracts.