



FREDERICK COUNTY GOVERNMENT

DIVISION OF FINANCE

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TO: Board of County Commissioners
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Erin White, Acting Director of Finance
Susan Blum, Financial Services Manager
Regina Howell, Budget Officer

FROM: Kathi Tritsch, Accounting Team Leader

SUBJECT: Citizens Care and Rehabilitation Center – June 2013 Unaudited Financial Statements (**Revised**)

DATE: October 8, 2013

Attached are the June unaudited financial statements for Citizens Care and Rehabilitation Center. These statements have been revised due to a \$73,873 expense related to June 2013 being discovered while preparing the August 2013 statements. This expense was in contracted services for the Vent Unit. According to Generally Accepted Accounting Principles (GAAP) this expense needs to be accrued back to the proper period. This additional expense resulted in an increase in accrued liabilities and expenses and a decrease in net assets of \$73,873. The budget benchmark for the YTD activity is 100.00%. Reporting is based on the fiscal year July 1, 2012, through June 30, 2013 (excluding encumbrances). Below are some items of interest in the financial information:

- Statement of Net Assets:
 - Accrued liabilities include accruals for three months of Medical Assessment fees, one month for contracted services, therapy, pharmacy and utility charges. Also included are the FY12 & FY13 Medicaid Cost Report projected settlements.
 - Accounts Receivable at 6/30/2013 is \$4,962,226 which is an increase of \$45,989 over May's balance of \$4,916,237.
 - Net assets as of June 30th total \$794,574 which represents a decrease of \$264,343 from 6/30/2012.
 - The Due to General fund balance is \$2,354,143 which represents a decrease of \$668,084 from May. This category is a direct result of the large A/R balance shown above.
- Schedule of Revenues & Expenses:
 - Operating revenues are below the budget benchmark at 97.35%.
 - Operating expenses are below the budget benchmark at 97.52%.
 - The year to date decrease in net assets equals \$264,343 after the general fund contribution of \$1,693,563.
- Schedule of Revenues:
 - Room and board revenue has increased \$69,381 when compared to May.
 - Ancillary revenue has decreased \$312,180 when compared to the same period. This was due in large part to an out-of-cycle billing for past periods posted in May.
 - Ventilator revenue is now being recorded as room and board by payer source. This change was made in February to reflect industry standard practices.
 - Patient days have decreased by 164 from last month with the largest decreases in Medicaid.
- Schedule of Expenses by Department:
 - The administration and housekeeping departments are above the budget benchmark of 100%. All other departments are running below the benchmark.
 - Overall salary and fringe are below the benchmark at 92.99% with nursing at 97.65%.

If you have any questions related to the information presented, please contact me at ext.11187.

FREDERICK COUNTY, MARYLAND
STATEMENT OF NET ASSETS
CITIZENS CARE AND REHABILITATION CENTER
June 30, 2013

Assets

Current Assets

Cash and Cash Equivalents	
Cash on Hand	\$ 725
Petty Cash	250
RFMS Resident Funds Trust A/C	64,904
RFMS Care Cost Account	25,275
RFMS Petty Cash Account	2,745
Home Fund - Vending	1,456
Prepaid Items	32,211
Total Cash and Cash Equivalents	\$ 127,566

Accounts Receivable	
Medicare A	1,771,071
Medicare B	321,845
Managed Care	174,513
Medicaid	2,202,537
Private Pay	1,362,771
Company Insurance	235,136
Hospice	44,827
Generic	12,172
Medicare Bad Debt	59,936
Less: Allowance for Uncollectible accounts	(1,222,582)
Net Accounts Receivable	4,962,226

Total Current Assets	<u>5,089,792</u>
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Noncurrent Assets

Property, Plant, and Equipment	
Equipment	324,247
Less: Accumulated Depreciation	(304,161)
Net Property, Plant, and Equipment	20,086

Total Noncurrent Assets	<u>20,086</u>
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Total Assets	<u>5,109,878</u>
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Liabilities

Current Liabilities

Accounts Payable	19,389
Payroll Clearing	439,580
Deferred Revenue	928
Accrued Liabilities	957,003
Accrued Payroll	53,926
Total Current Liabilities	<u>1,470,826</u>

Other Liabilities

RFMS Fund Balance	92,924
Home Fund - Vending	1,456
Compensated Absences	408,236
Customer Overpayments	(12,281)
Total Other Liabilities	<u>490,335</u>

Due to Related Parties

Due to General Fund	<u>2,354,143</u>
Total Due to Related Parties	2,354,143

Total Liabilities	<u>4,315,304</u>
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Net Assets

Net Assets, July 1	1,058,917
Change in Net Assets	(264,343)

Total Net Assets - June 30, 2013	<u>\$ 794,574</u>
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Total Liabilities and Net Assets	<u>5,109,878</u>
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FREDERICK COUNTY, MARYLAND
CITIZENS CARE AND REHABILITATION CENTER
SCHEDULE OF REVENUES AND EXPENSES
FOR THE PERIOD FROM JULY 1, 2012 TO JUNE 30, 2013
WITH COMPARATIVE FIGURES FOR THE PERIOD ENDED JUNE 30, 2012

	Fiscal Year 2013						FY 2012
	Prior Month May	Monthly Activity June	% mo Actual to Amended Annual Budget	Amended Annual Budget	YTD Actual June	% YTD Actual to Amended Annual Budget	YTD Actual thru June 2012
Operating revenues							
Charges for health care services	1,771,724	1,528,925	9.11%	16,789,607	16,386,075	97.60%	12,728,307
Total net charges for services	1,771,724	1,528,925	9.11%	16,789,607	16,386,075	97.60%	12,728,307
Other revenues	55,878	50,674	7.76%	653,389	595,347	91.12%	589,315
Total operating revenues	1,827,602	1,579,598	9.06%	17,442,996	16,981,421	97.35%	13,317,621
Operating expenses							
Personnel services	927,490	891,293	7.63%	11,679,102	10,860,521	92.99%	10,899,356
Contractual services	409,455	400,879	9.38%	4,273,693	4,119,430	96.39%	2,783,745
Supplies	114,111	94,234	10.02%	940,256	985,826	104.85%	946,581
Indirect cost allocation	44,951	44,951	6.92%	650,000	539,414	82.99%	571,048
Utilities	22,857	26,368	4.43%	594,700	336,128	56.52%	311,145
Property/liability insurance	8,094	8,094	4.36%	185,500	98,126	52.90%	186,787
Non-capital equipment	241	8,721	39.12%	22,293	43,699	196.02%	8,937
Repairs and maintenance	55,417	55,417	8.22%	674,000	666,468	98.88%	8,226
Depreciation expense	384	384	-	-	6,286	-	213,082
Miscellaneous expenses	20,156	264,728	65.06%	406,926	1,287,887	316.49%	975,570
Total operating expenses	1,603,156	1,795,069	9.24%	19,426,470	18,943,785	97.52%	16,904,477
Operating income (loss)	224,447	(215,471)	10.86%	(1,983,474)	(1,962,364)	98.94%	(3,586,856)
Nonoperating revenues (expenses)							
Donations	34	(148)	-1.23%	12,000	4,458	37.15%	4,371
Total nonoperation revenues (expenses)	34	(148)	-1.23%	12,000	4,458	37.15%	4,371
Income (loss) before operating transfers	224,481	(215,619)	10.94%	(1,971,474)	(1,957,906)	99.31%	(3,582,485)
Operating transfers from Transfer From General Fund	142,111	143,676	8.48%	1,693,563	1,693,563	100.00%	3,201,892
Net Increase/(Decrease) in Net Assets	\$ 366,591	\$ (71,943)		\$ (277,911)	\$ (264,343)		\$ (380,593)

Revised Unaudited Draft

**CITIZENS CARE AND REHABILITATION CENTER
FREDERICK COUNTY, MARYLAND
SCHEDULE OF REVENUES
FOR THE MONTH OF JUNE, 2013**

	PRIOR MONTH May	MONTHLY ACTIVITY June	AMENDED ANNUAL BUDGET	YTD ACTUAL June	REMAINING BUDGET BALANCE	% ACTUAL TO ANNUAL BUDGET
Patient Service Revenues						
Room & Board						
Private Insurance	\$ 16,710	\$ 12,910	\$ 127,750	\$ 189,155	\$ (61,405)	148.07%
Hospice	10,356	(137,344)	204,400	9,768	194,632	4.78%
Hospital/Therapeutic Leave	-	-	53,538	-	53,538	-
Medicare A	478,336	492,352	4,071,838	4,519,664	(447,826)	111.00%
Managed Care	27,539	51,870	141,985	200,930	(58,945)	141.52%
Medicaid	568,225	587,054	7,762,532	6,605,100	1,157,432	85.09%
Private Pay	306,705	470,410	3,655,300	3,575,761	79,539	97.82%
Medical Assessment Adjustment	-	-	-	108,482	(108,482)	0.00%
Total Room & Board and Contractual Adjustments	<u>1,407,871</u>	<u>1,477,252</u>	<u>16,017,343</u>	<u>15,208,861</u>	<u>808,482</u>	<u>94.95%</u>
Ancillary Services						
Medical/Special	367,961	141,781	679,550	984,356	(304,806)	144.85%
Pharmacy	67,109	55,684	419,415	519,629	(100,214)	123.89%
Physical Therapy	83,910	80,934	521,771	873,466	(351,695)	167.40%
Occupational Therapy	81,321	67,855	449,304	743,834	(294,530)	165.55%
Speech Therapy	19,850	25,596	162,747	226,290	(63,543)	139.04%
Lab/X-Rays	13,041	9,623	56,487	77,708	(21,221)	137.57%
Contract Adjustments	(269,339)	(329,801)	(1,524,210)	(2,248,070)	723,860	147.49%
Total Ancillary Services	<u>363,853</u>	<u>51,673</u>	<u>765,064</u>	<u>1,177,214</u>	<u>(412,150)</u>	<u>153.87%</u>
Total Patient Service Revenue	<u>1,771,724</u>	<u>1,528,925</u>	<u>16,782,407</u>	<u>16,386,075</u>	<u>396,332</u>	<u>97.64%</u>
Other Revenues						
Employee Meals	915	1,009	6,000	3,413	2,587	56.88%
Guest Meals	469	343	3,500	1,867	1,633	53.34%
Meals-On-Wheels	3,604	3,272	54,000	46,600	7,400	86.30%
Laundry	-	-	7,500	-	7,500	-
Montevue Meals	38,731	37,676	476,345	426,624	49,721	89.56%
Montevue Laundry Services	7,326	7,475	90,000	82,955	7,046	92.17%
Other	4,834	899	23,244	33,888	(10,644)	145.79%
Total Other Revenues	<u>55,878</u>	<u>50,674</u>	<u>660,589</u>	<u>595,347</u>	<u>65,242</u>	<u>90.12%</u>
Total Operating Revenues	<u>\$ 1,827,602</u>	<u>\$ 1,579,598</u>	<u>\$ 17,442,996</u>	<u>\$ 16,981,421</u>	<u>\$ 461,575</u>	<u>97.35%</u>

	May	June	Change
Patient Days			
Private Insurance	69	54	(15)
Hospice	-	-	-
Medicare A	955	851	(104)
Managed Care	86	189	103
Medicaid	2,813	2,685	(128)
Private Pay	1,143	1,123	(20)
Total	<u>5,066</u>	<u>4,902</u>	<u>(164)</u>

**CITIZENS CARE AND REHABILITATION CENTER
FREDERICK COUNTY, MARYLAND
SCHEDULE OF EXPENSES BY DEPARTMENT
FOR THE MONTH OF JUNE 2013**

	<u>Prior Month May</u>	<u>Monthly Activity June</u>	<u>AMENDED ANNUAL BUDGET</u>	<u>YTD ACTUAL June</u>	<u>REMAINING BUDGET BALANCE</u>	<u>% ACTUAL TO ANNUAL BUDGET</u>
Administration						
Salary and Fringes	\$ 34,071	\$ 22,213	\$ 346,297	\$ 369,459	\$ (23,162)	106.69%
Contractual Services	63,199	44,775	537,700	587,386	(49,686)	109.24%
Cable TV	501	501	7,000	5,870	1,130	83.86%
Security Services	55,417	55,417	665,000	665,000	-	100.00%
Fleet Charges	1,438	1,516	22,013	16,877	5,136	76.67%
Operating	61,855	58,522	981,413	774,923	206,490	78.96%
Bad Debt	15,493	261,301	234,000	1,200,326	(966,326)	512.96%
	<u>231,974</u>	<u>444,245</u>	<u>2,793,423</u>	<u>3,619,841</u>	<u>(826,418)</u>	<u>129.58%</u>
Dietary						
Contractual Services	137,305	137,391	1,627,814	1,612,067	15,747	99.03%
Food/Supplies/Supplements	1,119	41	36,500	5,852	30,648	16.03%
Non Capital Equipment	-	-	3,000	5,046	(2,046)	168.21%
	<u>138,423</u>	<u>137,432</u>	<u>1,667,314</u>	<u>1,622,965</u>	<u>44,349</u>	<u>97.34%</u>
Laundry						
Salary and Fringes	17,011	10,829	272,556	227,011	45,545	83.29%
Supplies	1,585	3,793	23,000	24,039	(1,039)	104.52%
	<u>18,596</u>	<u>14,622</u>	<u>295,556</u>	<u>251,050</u>	<u>44,506</u>	<u>84.94%</u>
Housekeeping						
Salary and Fringes	60,674	54,558	697,748	718,747	(20,999)	103.01%
Supplies	3,715	2,633	46,500	48,429	(1,929)	104.15%
	<u>64,389</u>	<u>57,191</u>	<u>744,248</u>	<u>767,176</u>	<u>(22,928)</u>	<u>103.08%</u>
Nursing						
Salary and Fringes	688,834	667,724	8,859,612	8,651,775	207,837	97.65%
Medical Services	17,017	33,652	188,670	181,178	7,492	96.03%
Contracted Services	1,992	(1,732)	154,264	107,251	47,013	69.52%
Supplies	7,298	6,584	78,600	87,989	(9,389)	111.95%
Medical/Pharmacy	89,314	71,219	679,000	739,896	(60,896)	108.97%
Operating	555	1,053	8,500	10,350	(1,850)	121.76%
Non Capital Equipment	241	192	5,000	8,891	(3,891)	177.83%
	<u>805,252</u>	<u>778,693</u>	<u>9,973,646</u>	<u>9,787,330</u>	<u>186,316</u>	<u>98.13%</u>
Therapies						
Salary and Fringes	-	-	-	-	-	0.00%
Services	105,862	106,935	1,130,400	1,100,555	29,845	97.36%
Supplies	-	239	2,800	5,263	(2,463)	187.96%
	<u>105,862</u>	<u>107,174</u>	<u>1,133,200</u>	<u>1,105,818</u>	<u>27,382</u>	<u>97.58%</u>
Social Services						
Salary and Fringes	15,756	13,911	175,074	172,468	2,607	98.51%
Operating	-	-	500	147	353	29.40%
	<u>15,756</u>	<u>13,911</u>	<u>175,574</u>	<u>172,615</u>	<u>2,960</u>	<u>98.31%</u>
Non-Medical						
Salary and Fringes	22,149	26,065	292,007	262,464	29,543	89.88%
Other	1,226	3,714	18,493	18,567	(74)	100.40%
	<u>23,374</u>	<u>29,779</u>	<u>310,500</u>	<u>281,031</u>	<u>29,469</u>	<u>90.51%</u>
Maintenance						
Salary and Fringes	19,705	36,079	233,559	251,180	(17,621)	107.54%
Contracted Services	1,034	144	32,700	2,968	29,732	9.08%
Plant/Operating Maintenance	23,179	29,486	583,200	330,172	253,028	56.61%
	<u>43,917</u>	<u>65,708</u>	<u>849,459</u>	<u>584,320</u>	<u>265,139</u>	<u>68.79%</u>
Ventilator Unit						
Salary and Fringes	69,291	59,915	802,249	207,416	594,833	25.85%
Contracted Services	79,016	73,873	601,145	498,204	102,941	82.88%
Non Capital Equipment	-	7,948	4,300	7,948	(3,648)	184.84%
Medical/Pharmacy	7,307	4,578	75,856	38,072	37,784	50.19%
	<u>155,613</u>	<u>146,314</u>	<u>1,483,550</u>	<u>751,640</u>	<u>731,910</u>	<u>50.66%</u>
Total Operating Expenses	<u>\$ 1,603,156</u>	<u>\$ 1,795,069</u>	<u>\$ 19,426,470</u>	<u>\$ 18,943,785</u>	<u>\$ 482,685</u>	<u>97.52%</u>

**CITIZENS CARE AND REHABILITATION CENTER
FREDERICK COUNTY, MARYLAND
EMPLOYEE COSTS AND STATISTICS**

	AMENDED ANNUAL BUDGET	YTD ACTUAL	REMAINING BUDGET BALANCE	% ACTUAL TO ANNUAL BUDGET
Salary and Fringes				
Administration	\$ 346,297	\$ 369,459	\$ (23,162)	106.69%
Laundry	272,556	227,011	45,545	83.29%
Housekeeping	697,748	718,747	(20,999)	103.01%
Nursing	8,859,612	8,651,775	207,837	97.65%
Social Worker	175,074	172,468	2,607	98.51%
Non Medical	292,007	262,464	29,543	89.88%
Maintenance	233,559	251,180	(17,621)	107.54%
Ventilator Unit	802,249	207,416	594,833	25.85%
Total Salary and Fringes	\$ 11,679,102	\$ 10,860,521	\$ 818,581	92.99%

	Current Month	Prior Month
Full Time Equivalent (FTE) Positions		
Administration	4.00	5.00
Laundry	5.00	5.00
Housekeeping	19.00	20.00
Nursing	91.33	96.73
Social Worker	3.00	2.60
Non Medical	6.00	5.00
Maintenance	5.00	5.00
Ventilator Unit	4.60	4.00
Total FTE Positions	137.93	143.33

	FYTD	Current Month	Prior Month
Overtime Hours			
Administration	152.69	5.01	2.73
Laundry	520.90	0.58	21.80
Housekeeping	1,031.49	143.51	41.32
Nursing	28,617.03	2,087.54	2,230.63
Social Worker	5.31	-	-
Non-Medical	274.53	12.56	28.18
Maintenance	123.90	13.44	10.12
Ventilator Unit	165.22	0.38	24.94
Total Overtime Hours	30,891.07	2,263.02	2,359.72