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MEMORANDUM

TO: MSSAC Providers – Executive Directors
MSSAC Providers – Finance Managers
FROM: Gerrie Roeser, Finance Manager
DATE: February 22, 2010
RE: FY 2009/2010 Audit Schedule for Mid-South Audits

It has come to my attention that many of you have been looking for the audit schedule memo that you receive from me each year. Please note that you did not receive one this year. I didn't send one because our current auditor does not require us to send audit confirmation letters to each of you as I did in the past and secondly, the audit information is a requirement of your contract and should be sent in as soon as you have it completed each year, June 30th always being the final deadline. I have enclosed the audit guideline policy for your review and files.

Please find enclosed an audit schedule and the CFDA# and FMAP information. I send the CFDA and FMAP information out earlier in the fiscal year, but I am resending again in case you did not receive. Please pass on to your auditors if you have not already. This is critical to your agencies audit and should be passed on to the appropriate party.

Also for your information, Mid-South has retained the services of Abraham and Gaffney, P.C. again this year. Mr. Alan Panter, CPA, is the lead auditor for the Mid-South audit.

As always, if you have any questions regarding the attached, please feel free to contact me at 517-337-4406, ext. 112 or email me at groeser@mssac.com.

**MID-SOUTH SUBSTANCE ABUSE COMMISSION
2010/2011 AUDIT SCHEDULE FOR PROVIDERS
FOR THE 2009/2010 AUDITS**

October, 2010 – June 30, 2011	Program financial statements and/or single audits due to Mid-South, depending on programs financial requirement. Refer to audit policy.
November, 2010 - March, 2011	Auditor, Alan Panter, CPA from Abraham & Gaffney will be working with MSSAC finance staff regarding Administration audit.
March, 2011	Abraham & Gaffney completing Mid-South Audit.
March 28, 2011	Audit presented to Mid-South Audit Committee and to Executive Finance Committee.
March 31, 2011	Audit is sent to MDCH Audit Section and to Federal Audit Section.
June 30, 2011	LAST DAY SINGLE AUDITS DUE TO MID-SOUTH. Programs required to complete Single Audits need to have them submitted to Mid-South by this date. Financial statements are also due by this date.

Please send 1 copy of your program's financial statements or audit (whichever applies to your funding allocation) to Mid-South at the following address. You do not have to send to Abraham & Gaffney. Electronic copies are welcomed.

Geraldine M. Roeser, Finance Manager
Mid-South Substance Abuse Commission
2875 Northwind Drive, Suite 215
East Lansing, Mi 48823
Telephone: 517-337-4406 extension 112 Fax: 517-337-8578
Email: groeser@mssac.com

For your information:

Mid-South Auditor:
Abraham & Gaffney
Alan Panter, CPA
3511 Coolidge Road, Suite 100
East Lansing, MI 48823
Telephone: 517-351-6836 Fax: 517-351-6837

Please share the following audit information with your auditor:

Block Grant CFDA# 93.959

Federal Split: 80% (Treatment & Prevention)
 SDA 100% state funding
 Problem Gambling 100% state funding

State Split 20% (Treatment & Prevention)
 HIV/AIDS - 100% state funding

SPF/SIG - CFDA# 93.243 - 100% federal funding

FEDERAL MEDICAL ASSISTANCE PERCENTAGES (FMAP)				
Fiscal Year	Medicaid CFDA # 93.778		MIChild CFDA #93.767	
	Federal	State	Federal	State
FY11 - ARRA Qtr 3	70.86%	29.14%		
FY11 - ARRA Qtr 2	72.74%	27.26%		
FY11 - ARRA Qtr 1	75.57%	24.43%		
FY11 - regular ¹	65.79%	34.21%	76.05%	23.95%
FY10 ARRA All Qtrs	73.27%	26.73%		
FY10 - regular	63.19%	36.81%	74.23%	25.77%
FY09 ARRA Qtrs 3-4	70.68%	29.32%		
FY09 ARRA Qtrs 1-2	69.58%	30.42%		
FY09 - regular	60.27%	39.73%	72.19%	27.81%

NOTE: As of 01.01.10, the ABW program is under Medicaid funding, not SCHIP. Also, effective 01.01.10, the CFDA # for ABW became the same as Medicaid which is 93.778.

¹ For the 4th quarter, FY2011, the FMAP % for ABW and Medicaid will be at the regular rate of 65.79% since the ARRA legislation ends 06/30/11.

Title of Manual:			Page 1 of 1	
Mid-South Substance Abuse Commission Policy and Procedures			REVIEWED	
Section:	Subsection:	Subject:		
Finance/Billing	Provider Budget	Audit Guidelines		
Issued By:	Approved By:	Scope:	Effective:	Revised:
Finance Manager	Board of Commissioners	MSSAC Provider Panel	February 2004	

POLICY

As required by the Mid-South Substance Abuse Commission's contract, all panel providers of substance abuse treatment and prevention are to submit a copy of their annual audit reporting package to MSSAC consistent with the following regulations.

- 1) **FEDERAL FUNDING RECEIVED - \$500,000 + (Sub recipient Contracts)**
 - a) A Single Audit is required from all programs whose total Federal Expenditures exceed \$500,000.
- 2) **MID-SOUTH FUNDING - \$100,000 - \$499,999.99 (Sub recipient Contracts)**
 - a) Compiled financial statements prepared by a CPA will be required for all staffing grant programs whose **total** funding (including staffing grants and Fixed Unit Rate Reimbursement [FURR] contracts) from Mid-South.
 - b) **Total funding includes** Block Grant, PA 2, and or Medicaid funds.
- 3) **MID-SOUTH - FURR ONLY PROGRAMS (All contracts)**
 - a) An annual billing unit monitor site visit will be required and performed by MSSAC staff.
- 4) **MID-SOUTH FUNDING - UNDER \$99,999.99**
 - a) Financial requirements will be determined by the contract.
- 5) A fiscal monitor and/or agreed upon procedures may be required from any program receiving funding from Mid-South regardless of the amount received.
- 6) Please note that each program's audit requirement will be applied at the level that pertains to the circumstances.