

**NEW YORK STATE**  
**CONSOLIDATED FISCAL REPORT**  
*For the Period: July 1, 2017 to June 30, 2018*

SCHEDULE CFR-i  
AGENCY IDENTIFICATION  
AND CERTIFICATION  
STATEMENT

Page \_\_\_\_

AGENCY NAME: \_\_\_\_\_  
AGENCY ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

AGENCY CODE: \_\_\_\_\_  
COUNTY NAME: \_\_\_\_\_  
COUNTY CODE: \_\_\_\_\_

TYPE OF OWNERSHIP:  
NOT-FOR-PROFIT:   
PROPRIETARY:   
GOVERNMENTAL:

Please check the box if the agency address changed from the prior reporting period.

SCHOOL CODE (SED ONLY): \_\_\_\_\_

FEDERAL EMPLOYER ID NUMBER: \_\_\_\_\_

CERTIFIED FINANCIAL STATEMENT REPORTING PERIOD: \_\_\_\_\_

CHECK THE STATE AGENCY(IES):  OMH  
 OPWDD  
 OASAS  
 SED

CHECK THE CFR SUBMISSION TYPE:  FULL CFR  
 ABBREVIATED CFR  
 ARTICLE 28 ABBREVIATED CFR  
 MINI-ABBREVIATED CFR

Person to Contact with Regard to Questions Concerning this Report:

\_\_\_\_\_  
Name Telephone Number

\_\_\_\_\_  
Title

\_\_\_\_\_  
E-mail Address FAX Number

Please check the box if the person to contact changed from the prior reporting period.

Contact Information for President/Chair, Board of Directors:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
E-mail Address

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MISREPRESENTATION OF ANY INFORMATION CONTAINED IN THIS REPORT MAY BE PUNISHABLE BY FINE AND/OR IMPRISONMENT UNDER NEW YORK STATE LAW.

CERTIFICATION STATEMENT

I HEREBY CERTIFY THAT I HAVE READ AND UNDERSTAND THE ABOVE STATEMENT, THAT THE INFORMATION FURNISHED IN THIS REPORT HAS BEEN COMPLETED IN ITS ENTIRETY, AND IS IN ACCORDANCE WITH THE INSTRUCTIONS AND IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I FURTHER ATTEST TO THE FACT THAT THERE ARE RECORDS AND ALLOCATION WORKSHEETS TO SUPPORT ALL THE INFORMATION CONTAINED HEREIN, IN THE CUSTODY OF THE ABOVE NAMED SPONSORING AGENCY. I ACKNOWLEDGE THAT THE DEPARTMENT OF MENTAL HYGIENE, OR ANY OF ITS OFFICES OR DIVISIONS, OR THE STATE EDUCATION DEPARTMENT, OR ANY OF ITS OFFICES OR DIVISIONS, MAY REJECT THIS REPORT IF IT HAS NOT BEEN FULLY, OR ACCURATELY COMPLETED.

\_\_\_\_\_  
Date

(  
\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Signature of Chief Executive Officer

Please check the box if the Chief Executive Officer changed from the prior reporting period.

**NEW YORK STATE**  
**CONSOLIDATED FISCAL REPORT**  
*For the Period: July 1, 2017 to June 30, 2018*

SCHEDULE CFR-ii  
INDEPENDENT ACCOUNTANT'S REPORT  
VOLUNTARY AGENCY or  
COUNTY GOVERNMENT

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AGENCY NAME: _____	AGENCY CODE: _____	SCHOOL CODE (SED ONLY): _____
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We have audited the accompanying financial statements of (Agency Name) which comprise the statements of financial position at June 30, 2018, and the related statements of activities, changes in net assets and cash flows for the year then ended and the related notes to the financial statements.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with U.S. generally accepted accounting principles; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

**Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall financial statement presentation.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the statement of financial position of (Agency Name) at June 30, 2018, and the changes in its net assets or equity and its cash flows for the year then ended in conformity with U.S. generally accepted accounting principles.

**Other Matters**

**Supplementary Information**

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The information included on Schedules (as applicable) CFR-1, lines 13, 16, 17, 20, 41, 48, 63-67, 69-107; CFR-2; CFR2A; CFR-3; CFR-4; CFR-4A; CFR-5; CFR-6, Section 3; DMH-1; OMH-1; OMH-4; OPWDD-5; SED-1; and SED-4, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information reported on the CFR with Document Control Number \_\_\_\_\_ has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects, in relation to the financial statements as a whole. The other information included in the Consolidated Fiscal Report identified by Document Control Number \_\_\_\_\_, was not audited by us, and, accordingly, we express no opinion thereon.

**NEW YORK STATE**  
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INDEPENDENT ACCOUNTANT'S REPORT  
VOLUNTARY AGENCY or  
COUNTY GOVERNMENT

Page \_\_\_\_\_

AGENCY NAME: _____	AGENCY CODE: _____	SCHOOL CODE (SED ONLY): _____
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**Report on Other Legal and Regulatory Requirements**

We have examined the following schedules' conformity with the applicable instructions relating to the preparation of those schedules contained within the Consolidated Fiscal Reporting and Claiming Manual of (Agency Name) for the year ended June 30, 2018: Schedules CFR-1, lines 13, 16, 17, 20, 41, 48, 63-67, 69-107; CFR-2; CFR-2A; CFR-3; CFR-4; CFR-4A; CFR-5; CFR-6, Section 3; DMH-1; OMH-1; OMH-4; OPWDD-5; SED-1; and SED-4 (collectively, "CFR Schedules") as reported on the CFR with Document Control Number \_\_\_\_\_. (Agency Name)'s management is responsible for the CFR schedules' conformity with the applicable instructions relating to the preparation of the Consolidated Fiscal Report as furnished by the New York State Office for People With Developmental Disabilities, New York State Office of Mental Health, New York State Office of Alcoholism and Substance Abuse Services, and New York State Education Department for the year ended June 30, 2018. Our responsibility is to express an opinion on the CFR schedules' conformity with those instructions based upon our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the CFR schedules are in conformity with the applicable instructions relating to the preparation of the Consolidated Fiscal Report as furnished by the New York State Office for People With Developmental Disabilities, New York State Office of Mental Health, New York State Office of Alcoholism and Substance Abuse Services, and New York State Education Department for the year ended June 30, 2018 in all material respects. An examination involves performing procedures to obtain evidence about the CFR schedules. The nature, timing and extent of the procedures selected depend on our judgement, including an assessment of the risks of material misstatement of the CFR schedules, whether due to fraud or error, and such procedures included in Appendix AA of the Consolidated Fiscal Reporting and Claiming Manual for the year ended June 30, 2018. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

In our opinion, the above referenced CFR schedules are prepared in conformity with the applicable instructions relating to the preparation of the Consolidated Fiscal Report as furnished by the New York State Office for People With Developmental Disabilities, New York State Office of Mental Health, New York State Office of Alcoholism and Substance Abuse Services, and New York State Education Department for the year ended June 30, 2018, in all material respects.

This report is intended solely for the information and use of the Agency's management, the New York State governmental funding agencies, and any funding Counties that are required to receive a copy of this report and is not intended to be and should not be used by anyone other than these specified parties.

The undersigned hereby certifies this opinion and that we have disclosed any and all material facts known to us, disclosure of which is necessary to make this opinion, the basic financial statements and the above referenced CFR schedules not misleading. The undersigned hereby further certifies that we will disclose any material fact discovered by us subsequent to this certification, which existed at the time of this certification and was not disclosed in the basic financial statements or the above referenced CFR schedules, the disclosure of which is necessary to make the basic financial statements or the CFR schedules not misleading and will disclose any material misstatement in said financial statements or the above referenced CFR schedules.

During the period of this professional engagement, at the time of expressing this opinion and during the period covered by the financial statements, we did not have nor were committed to acquire, any direct financial interest or material indirect financial interest in the ownership or operation of the facility and we were not connected in any way with the ownership, financing or operation of the facility as a director, officer or employee, or in any capacity other than as an independent certified public accountant or independent public accountant.

\_\_\_\_\_  
Date CFR-ii Signed

\_\_\_\_\_  
\*Date of Report (Enter the date of the audit report on the financial state

\_\_\_\_\_  
Telephone #

\_\_\_\_\_  
Signature of Independent Accountant, Firm, or Sole Practitioner

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Firm Address

\_\_\_\_\_  
Firm Contact Person

\_\_\_\_\_  
CPA Firm Registration Number

**NEW YORK STATE**  
**CONSOLIDATED FISCAL REPORT**  
*For the Period: July 1, 2017 to June 30, 2018*

SCHEDULE CFR-iiA  
INDEPENDENT ACCOUNTANT'S REPORT  
VOLUNTARY AGENCY or  
COUNTY GOVERNMENT

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AGENCY NAME: _____	AGENCY CODE: _____	SCHOOL CODE (SED ONLY): _____
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Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the CFR schedules are in conformity with the applicable instructions relating to the preparation of the Consolidated Fiscal Report as furnished by the New York State Office for People With Developmental Disabilities, New York Office of Mental Health, New York State Office of Alcoholism and Substance Abuse Services, and New York State Education Department for the year ended June 30, 2018 in all material respects. An examination involves performing procedures to obtain evidence about the CFR schedules. The nature, timing and extent of the procedures selected depend on our judgment, including an assessment of the risks of material misstatement of the CFR schedules, whether due to fraud or error, and such procedures included in Appendix AA of the Consolidated Fiscal Reporting and Claiming Manual for the year ended June 30, 2018. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

In our opinion, the above referenced CFR schedules are prepared in conformity with the applicable instructions relating to the preparation of the Consolidated Fiscal Report as furnished by the New York State Office for People With Developmental Disabilities, New York State Office of Mental Health, New York State Office of Alcoholism and Substance Abuse Services, and New York State Education Department for the year ended June 30, 2018, in all material respects.

This report is intended solely for the information and use of the Agency's management, the New York State governmental funding agencies, and any funding Counties that are required to receive a copy of this report and is not intended to be and should not be used by anyone other than these specified parties.

The undersigned hereby certifies this opinion and that we have disclosed any and all material facts known to us, disclosure of which is necessary to make this opinion, and the above referenced CFR schedules not misleading. The undersigned hereby further certifies that we will disclose any material fact discovered by us subsequent to this certification, which existed at the time of this certification and was not disclosed in the above referenced CFR schedules, the disclosure of which is necessary to make the CFR schedules not misleading and will disclose any material misstatement in the above referenced CFR schedules.

During the period of this professional engagement, at the time of expressing this opinion, we did not have nor were committed to acquire, any direct financial interest or material indirect financial interest in the ownership or operation of the facility and we were not connected in any way with the ownership, financing or operation of the facility as a director, officer or employee, or in any capacity other than as an independent certified public accountant or independent public accountant.

\_\_\_\_\_  
Date CFR-iiA Signed

\_\_\_\_\_  
Signature of Independent Accountant, Firm, or Sole Practitioner

\_\_\_\_\_  
Date of Examination Report

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
CPA Firm Registration Number

\_\_\_\_\_  
Firm Address

\_\_\_\_\_  
Telephone #

\_\_\_\_\_  
Firm Contact Person

Rev.

CFR-iiA  
Aug. 2018

**COMPLETE ONLY**  
**IF THIS REPORT**  
**CONTAINS STATE AID**  
**FUNDED PROGRAMS**

**NEW YORK STATE**  
**CONSOLIDATED FISCAL REPORT**  
*For the Period: July 1, 2017 to June 30, 2018*

**SCHEDULE CFR-iii**  
**COUNTY/NYC**  
**CERTIFICATION**  
**STATEMENT**

AGENCY NAME: \_\_\_\_\_

Page \_\_\_\_

**COUNTY/NYC - OPERATED OR VOLUNTARY LOCAL SERVICE PROVIDER CERTIFICATION**

I certify that the attached statement fully and accurately represents all reportable income and expenditures made for services performed in accordance with the provision of the Mental Hygiene Law and approved budgets.

There are records and worksheets to support this statement in the custody of the above named agency. Such records and worksheets include the necessary summaries of payrolls and time records, abstracts from ledgers, registers or other expense records. All income from fees, all payments by other State or Federal agencies and any other income have been recorded, included and summarized in support of the amounts reported herein.

Records and worksheets, including records which show that the agency has applied for and received, or received formal notification of refusal of, all forms of third party reimbursement and federal aid, which may be appropriate for such services, are on file at the above location and available for audit by the Office of the State Comptroller and/or representatives of the New York State Commissioner of the Office of Alcoholism and Substance Abuse Services, Commissioner of the Office For People With Developmental Disabilities, or the Commissioner of the Office of Mental Health.

I understand that the State Aid paid on the basis of this certification for local assistance providers may be adjusted, modified and reduced if the records referred to above do not support this financial statement, and that such a reduction may require a repayment to the State of any overpayments which are disclosed by audit.

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_  
(For County/City Operated Local Service Provider)

Title: \_\_\_\_\_ Title: \_\_\_\_\_  
(For Voluntary Local Service Provider) (LGU's Chief Fiscal Officer)

Date: \_\_\_\_\_ Date: \_\_\_\_\_  
(Service Provider's Chief Executive Officer)

**AGENCY CODE:**

**LOCAL GOVERNMENTAL UNIT CERTIFICATION**

I have verified that the costs and revenue reported in the Total column of Schedule DMH-3 are consistent with the contract expenditures and income amounts as approved by this local governmental unit. I also affirm that the expenditures were necessary to provide the services covered by the approved budget and that further review will establish if all income has been fully reported.

I understand that the State Aid paid to this local governmental unit on the basis of this certification may be adjusted, modified and reduced if records are not available, or do not support this financial statement. I hereby recommend that final reimbursement be approved.

Signed: \_\_\_\_\_

Local Governmental  
Director of Community Mental Health Services  
\_\_\_\_\_

Date: \_\_\_\_\_ Specify \_\_\_\_\_

Funding State Agency:  
 OMH     SED  
 OPWDD  
 OASAS

**NEW YORK STATE**  
 CONSOLIDATED FISCAL REPORT  
 For the Period: July 1, 2017 to June 30, 2018

**SCHEDULE CFR-1**  
**PROGRAM/SITE**  
**DATA**

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AGENCY NAME: \_\_\_\_\_  
 AGENCY CODE: \_\_\_\_\_  
 SCHOOL CODE: (SED ONLY) \_\_\_\_\_

Line No.	COLUMN NUMBER ITEM DESCRIPTION	Cost Codes				
<b>SECTION A: GENERAL INFORMATION</b>						
1	Program Type	00070				
2	Program Code (Program Code Index)	00010	( )	( )	( )	( )
3	Program/Site Identification Number	00050				( )
4	Program/Site Name	00020				)
5	Program/Site Address (Line One)	00030				
6	Program/Site Address (Line Two)	00040				
7a	Medicaid Provider Agreement Number (DMH only)	00060				
7b	National Provider ID Number (DMH Only)	00061				
8	County Code (See Appendix C)	00080				
9	Date Site Opened	00090				
10	Certified Capacity (OASAS, OPWDD and SED only)	00100				
11	Actual Capacity (OMH, OPWDD and SED only)	00110				
12	Actual Days Program/Site Open	00160				
13	Units of Service	00120				
14	Respite or TUBS Units of Service (OPWDD only)	00130				
15	Program/Site Square Footage (OASAS, OPWDD and SED Only)	00150				

Funding State Agency:  
 OMH     SED  
 OPWDD  
 OASAS

**NEW YORK STATE**  
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**SCHEDULE CFR-1**  
**PROGRAM/SITE**  
**DATA**

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AGENCY NAME: \_\_\_\_\_  
 AGENCY CODE: \_\_\_\_\_  
 SCHOOL CODE: (SED ONLY) \_\_\_\_\_

Line No.	COLUMN NUMBER	Cost Codes				
	ITEM DESCRIPTION					
	Program Code (Program Code Index)	00010	)	)		
	Program/Site Identification Number	00050			(	
<b>SECTION B: EXPENSES</b>						
<b>PERSONAL SERVICES</b>						
16	Personal Services - Program/Site & Program Admin (from CFR-4)	11999	(	(	(	(
17	Vacation Accruals - Program/Site & Program Admin	12999				
<b>FRINGE BENEFITS</b>						
18	Mandated Fringe Benefits	13200				
19	Non-Mandated Fringe Benefits	13300				
20	Total Fringe Benefits (Sum Lines 18 & 19)	13999				
<b>OTHER THAN PERSONAL SERVICES (OTPS)</b>						
21	Food	14010				
22	Repairs and Maintenance	14020				
23	Utilities	14030				
24	Transportation Related-Participant	14040				
25	Staff Travel	14250				
26	Participant Incidentals	14050				
27	Expensed Adaptive Equipment (OPWDD and SED only)	14070				
28	Expensed Equipment	14080				
29	Sub-Contract Raw Materials	14090				
30	Participant Wages-Non-Contract	14100				

Funding State Agency:  
 OMH     SED  
 OPWDD  
 OASAS

**NEW YORK STATE**  
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**SCHEDULE CFR-1**  
**PROGRAM/SITE**  
**DATA**

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AGENCY NAME: \_\_\_\_\_  
 AGENCY CODE: \_\_\_\_\_  
 SCHOOL CODE: (SED ONLY) \_\_\_\_\_

Line No.	COLUMN NUMBER ITEM DESCRIPTION	Cost Codes					
	Program Code (Program Code Index)	00010	)	)			
	Program/Site Identification Number	00050			(		
31	Participant Wages-Contract	14110			)	)	)
32	Participant Fringe Benefits	14120					
33	Section 43.04 Services Assessment (OPWDD only)	14130	(	(		(	(
34	Staff Development	14140					(
35	Contracted Direct Care and Clinical Personal Svs. (from CFR-4A)	14150					
36	Supplies and Materials - Non-Household	14160					
37	Household Supplies	14170					
38	Telephone, Cable and Internet	14190					
39	Insurance - General	14260					
40	Other (Detail Required)	14998					
41	Total Other Than Personal Services (Sum Lines 21-40)	14999					
<b>EQUIPMENT-PROVIDER PAID</b>							
42	Lease/Rental Vehicle	15010					
43	Lease/Rental Equipment	15020					
44	Depreciation-Vehicle	15040					
45	Depreciation-Equipment	15050					
46	Interest-Vehicle	15070					
47	Other (Detail Required)	15998					
48	Total Equipment (Sum of Lines 42-47)	15999					
<b>PROPERTY-PROVIDER PAID</b>							
49	Lease/Rental-Real Property	16010					
50	Leasehold/Leasehold Improvements	16020					
51	Depreciation-Building	16030					
52	Depreciation Building/Land Improvements	16040					



Funding State Agency:  
 OMH     SED  
 OPWDD  
 OASAS

**NEW YORK STATE**  
**CONSOLIDATED FISCAL REPORT**  
*For the Period: July 1, 2017 to June 30, 2018*

**SCHEDULE CFR-1**  
**PROGRAM/SITE**  
**DATA**

AGENCY NAME: \_\_\_\_\_  
 AGENCY CODE: \_\_\_\_\_  
 SCHOOL CODE: (SED ONLY) \_\_\_\_\_

Line No.	COLUMN NUMBER ITEM DESCRIPTION	Cost Codes					
	Program Code (Program Code Index)	00010	)	)			
	Program/Site Identification Number	00050			(		
53	Mortgage/Capital Improvements Interest (Report MCFFA/DASNY Bond Int. on Line 59)	16060			)	)	)
54	Mortgage Expenses	16070					
55	Insurance-Property & Casualty	16080	(	(		(	(
56	Real Estate Taxes	16090					
57	Interest on Capital Indebtedness	16100					
58	Start-up Expenses	16110					
59	MCFFA/DASNY Interest Expense	16120					
60	MCFFA/DASNY Administration Fees	16130					
61	Maintenance in Lieu of Rent (LGU only)	16140					
62	Other (Detail Required)	16998					
63	Total Property-Provider Paid (Sum of Lines 49-62)	16999					
<b>TOTALS</b>							
64	Total Operating Costs (Sum lines 16, 17, 20, 41 minus 29)	19010					
65	Agency Admin. Alloc.(Line 64 times _____)*	19050					
66	Adjustments/Non-Allowable Costs (Detail Required)	19030					
67	Total Prog/Site Costs (Sum lines 29, 48, 63-65 minus 66)	19060					
<b>OPWDD Only - Informational</b>							
68a	Other Than To/From Transportation Allocation	19101					
68b	To/From Transportation Allocation	19102					
68c	ICF/IID SED Contract Liability	19103					
68d	Program Administration Property	19104					
68e	ICF/IID Day Services Liability	19105					

\* The applicable 6 digit adjusted ratio value factor from CFR-3.2, line 65 through 69. Agency administration should not be allocated to programs 0880 and 0890 and state agency specific programs which are exempt from agency administration.

Funding State Agency:  
 OMH     SED  
 OPWDD  
 OASAS

**NEW YORK STATE**  
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**SCHEDULE CFR-1**  
**PROGRAM/SITE**  
**DATA**

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AGENCY NAME: _____							
AGENCY CODE: _____							
SCHOOL CODE: (SED ONLY) _____							
Line	COLUMN NUMBER ITEM DESCRIPTION	Cost Codes					
No.	Program Code (Program Code Index)	00010	)	)			
	Program/Site Identification Number	00050			(		
<b>SECTION C: REVENUES</b>					)	)	)
69	Participant Fee (less SSI & SSA)	20010					
70	SSI & SSA	20020	(	(		(	(
71	Home Relief/Public Assistance	20030					
72a	Medicaid Fee for Service	20045					
72b	Medicaid Managed Care	20050					
73	Medicare	20060					
74	Other Third Parties	20070					
75	OPWDD Residential Room and Board	20080					
76	Transportation, Medicaid	20090					
77	Transportation, Other (Detail Required)	20100					
78	Sales: Contract Total	21070					
79	Federal Grants (Detail Required)	22040					
80	State Grants (Detail Required)	22030					
81	LTSE Income Total (OMH and OPWDD only)	22080					
82	SNAP (OASAS, OPWDD)/Food Revenue (SED Only)	22160					
83	Gifts, Legacies, Bequests, Donations	22010					
84	Section 202/8/811 HUD Funds	22020					
85	Interest/Dividend Income	22050					
86	Prior Period Rate Adjustments*	22090					
87	Non-Disabled Universal Pre-Kindergarten (SED Only)	22100					
88	LDSS County Revenue (SED only)	22110					
89	4402 Revenue (School District In-State) (SED only)	22120					

\* Refer to CFR Manual for specific instructions.

Funding State Agency:  
 OMH     SED  
 OPWDD  
 OASAS

**NEW YORK STATE**  
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**SCHEDULE CFR-1**  
**PROGRAM/SITE**  
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AGENCY NAME: \_\_\_\_\_  
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 SCHOOL CODE: (SED ONLY) \_\_\_\_\_

Line No.	COLUMN NUMBER ITEM DESCRIPTION	Cost Codes					
	Program Code (Program Code Index)	00010	)	)			
	Program/Site Identification Number	00050			(		
<b>90</b>	Department of Health Chapter 428 Revenue (SED only)	22130			)	)	)
<b>91</b>	4408 Revenue (School District) (SED only)	22140					
<b>92</b>	4410 Revenue (Preschool) (SED only)	22150	(	(		(	(
<b>93</b>	Net Deficit Funding (State & LGU Funding only)*	20110					
<b>94</b>	Other Revenue (Detail Required)	22998					
<b>95</b>	Gross Revenues (Sum Lines 69-94)	23999					
	<b>GAAP ADJUSTMENTS TO REVENUE</b>						
<b>96</b>	Participant Allowance	24010					
<b>97</b>	Provision for Bad Debts - Revenue Deduction	24040					
<b>98</b>	Other (Detail Required)	24996					
<b>99</b>	Total GAAP Adjustments (Sum Lines 96-98)	24997					
<b>100</b>	Net GAAP Revenues (Line 95 minus 99)	24998					
	<b>NON-GAAP ADJUSTMENTS TO REVENUE</b>						
<b>101</b>	Exempt Contract Income	24050					
<b>102</b>	Exempt LTSE Income	24060					
<b>103</b>	Net Deficit Funding**	24070					
<b>104</b>	Other (Detail Required)	24080					
<b>105</b>	Total NON-GAAP Adjustments (Sum Lines 101-104)	24097					
<b>106</b>	<b>TOTAL ADJ. TO REVENUE (Sum Lines 99 &amp; 105)</b>	<b>24999</b>					
<b>107</b>	<b>TOTAL NET REVENUES (Line 95 minus 106)</b>	<b>25999</b>					

\* Do not include non-funded or voluntary contributions.  
 \*\* Amounts should equal the corresponding amounts reported as revenue on line 93 above.

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**SCHEDULE CFR-2**  
**AGENCY FISCAL**  
**SUMMARY**

Page \_\_\_\_\_

<b>AGENCY NAME:</b> _____ <b>AGENCY CODE:</b> _____ <b>SCHOOL CODE: (SED ONLY)</b> _____	<b>THE RECONCILIATION SCHEDULE MUST BE COMPLETED WHEN:</b> (1) the expenses and revenues in the CFR do not equal the expenses and revenues in the audited financial statements and (2) the reporting periods of the CFR and financial statements coincide.
--	--

Line No.	EXPENSES	Cost Codes	1	2	3	4	5	6	7
			AGENCY TOTALS (Sum Col. 2-7)	OASAS TOTALS	OMH TOTALS	OPWDD TOTALS	SED TOTALS	SHARED PROGRAM TOTALS	OTHER PROGRAMS TOTALS*
1	Personal Services (CFR-1, Line 16)	31999							
2	Vacation Leave Accruals (CFR-1, Line 17)	32999							
3	Fringe Benefits (CFR-1, Line 20)	33999							
4	<del>ITEM DESCRIPTION</del> (CFR-1, Line 41)	34999							
5	Equipment-Provider Paid (CFR-1, Line 48)	35999							
6	Property-Provider Paid (CFR-1, Line 63)	36999							
7	Net Agency Admin. (CFR-1, Line 65)	38050							
8	Adj./Non-Allow. Costs (CFR-1, Line 66)	38030							
9	Total Adj. Expenses (Sum Lines 1-7 minus 8)	38999							
<b>REVENUES</b>									
10	Gross Revenues (CFR-1, Line 95)	40999							
11	GAAP Adj. to Revenue (CFR-1, Line 99)	43999							
12	Net GAAP Revenues (Line 10 minus Line 11)	44999							

\* These amounts are not detailed elsewhere in the CFR and, therefore, will not crossfoot to CFR-1.

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**SCHEDULE CFR-2A**  
**AGENCY**  
**FISCAL DATA**

<b>AGENCY NAME:</b> _____	<b>SCHOOL CODE: (SED ONLY)</b> _____
<b>AGENCY CODE:</b> _____	<b>TYPE OF OWNERSHIP:</b> _____

Complete the following schedule using data from your Financial Statements submitted in accordance with Section 2.0 and 6.0 of the CFR Manual and data from the underlying year-end-adjusted accounting records that support these Financial Statements.

**Section A - Reports**

- 1 Year End Date of Financial Statements
- 2 CPA or Audit Firm (skip if statements are not audited or reviewed)
- 3 Opinion -- use drop-down (skip if statements are not audited)  This is a drop down with the following selections:  
 Unmodified, Qualified, Disclaimer, Adverse
- 4 Type of Financial Statements  This is a drop-down with the following selections:  
 Consolidated, Combined, Consolidated and Combined, Single Entity

**Section B - Statement of Financial Position/Balance Sheet**

- 5 Cash and Cash Equivalents
  - 6 Accounts Receivable, Net
  - 7 Related Party Receivables
  - 8 Investments
  - 9 Property & Equipment, Net
  - 10 Total Assets
  - 11 Accounts Payable and Accrued Liabilities
  - 12 Debt - Current Portion
  - 13 Long-Term Debt, Net of Current Portion
  - 14 Total Liabilities
  - 15 Total Current Assets
  - 16 Total Current Liabilities
  - 17 Retained Earnings, Beginning of the Year
  - 18 Retained Earnings, End of the Year
- |   | Total                                     | Unrestricted                              | Temporarily Restricted                    | Permanently Restricted                    |
|---|---|---|---|---|
| 19 Net Assets/Stockholder's Equity, Beginning of the Year   | <input style="width: 40px;" type="text"/> | <input style="width: 40px;" type="text"/> | <input style="width: 40px;" type="text"/> | <input style="width: 40px;" type="text"/> |
| 20 Change in Net Assets /Net income or Net Deficit/Net Loss | <input style="width: 40px;" type="text"/> | <input style="width: 40px;" type="text"/> | <input style="width: 40px;" type="text"/> | <input style="width: 40px;" type="text"/> |
| 21 Other Changes in Net Assets/Other Comprehensive Income   | <input style="width: 40px;" type="text"/> | <input style="width: 40px;" type="text"/> | <input style="width: 40px;" type="text"/> | <input style="width: 40px;" type="text"/> |
| 22 Net Assets/Stockholder's Equity, End of the Year         | <input style="width: 40px;" type="text"/> | <input style="width: 40px;" type="text"/> | <input style="width: 40px;" type="text"/> | <input style="width: 40px;" type="text"/> |

**Section C - Statement of Activities/Income Statement**

- 23 Total Revenue and Total Gains
- 24 Management and General
- 25 Interest Expense
- 26 Income Tax Expense
- 27 Total Expenses and Total Losses
- 28 Operating Transactions
  - A. Operating Revenues and Operating Gains
  - B. Operating Expenses and Operating Losses

**Section D - Line of Credit & Debt**

- Operating Capital**
- |                                | Total                                     | Line of Credit 1                          | Line of Credit 2                          | All Other Lines of Credit                 |
|--------------------------------|---|---|---|---|
| 29 Maximum Borrowing Potential | <input style="width: 40px;" type="text"/> | <input style="width: 40px;" type="text"/> | <input style="width: 40px;" type="text"/> | <input style="width: 40px;" type="text"/> |
| 30 Loan Balance at Year End    | <input style="width: 40px;" type="text"/> | <input style="width: 40px;" type="text"/> | <input style="width: 40px;" type="text"/> | <input style="width: 40px;" type="text"/> |
| 31 Interest Rate at Year End   | <input style="width: 40px;" type="text"/> | <input style="width: 40px;" type="text"/> | <input style="width: 40px;" type="text"/> | <input style="width: 40px;" type="text"/> |

- 32 In the current reporting period, has your agency:
 

<b>Yes</b>	<b>No</b>
A. Refinanced or restructured debt in order to extend the term of the repayment schedule?	
B. Converted short-term debt into long-term debt?	

- 33 **Debt Management**

<b>Yes</b>	<b>No</b>
A. Is the agency in compliance with all debt covenants with their lender(s) on their lines of credit/debt?	
B. If 33A is "No", did the agency get a waiver from the creditor?	

- 34 **Going Concern**

<b>Yes</b>	<b>No</b>
In the audited financial statements, was there substantial doubt raised about your entity's ability to continue as a going concern?	

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**SCHEDULE CFR-3**  
**AGENCY**  
**ADMINISTRATION**

Page \_\_\_\_\_

<b>AGENCY NAME:</b> _____	<b>SCHOOL CODE: (SED ONLY)</b> _____
<b>AGENCY CODE:</b> _____	

Line No.	ITEM DESCRIPTION	COST CODES	AGENCY ADMIN TOTALS
<b>PERSONAL SERVICES</b>			
1	Total Personal Services (from CFR-4, Agency Admin.)	11998	
2	Vacation Leave Accruals	12998	
<b>FRINGE BENEFITS</b>			
3	Mandated Fringe Benefits	13201	
4	Non-Mandated Fringe Benefits	13301	
5	Total Fringe Benefits (Sum Lines 3 - 4)	13998	
<b>OTHER THAN PERSONAL SERVICES (OTPS)</b>			
6	Audit/Legal/Accounting	14200	
7	Utilities	14210	
8	Telephone, Cable and Internet	14220	
9	Repairs and Maintenance	14021	
10	Office Supplies and Postage	14161	
11	Organizational Expense	14230	
12	Interest - Working Capital	14240	
13	Expensed Equipment	14081	
14	Contracted Personal Services	14151	
15	Staff Travel	14251	
16	Insurance - General	14261	
17	Other (Detail Required)	14997	
18	Total OTPS (Sum Lines 6 - 17)	14996	
<b>EQUIPMENT-PROVIDER PAID</b>			
19	Lease/Rental-Vehicle	15011	
20	Lease/Rental-Equipment	15030	

Line No.	ITEM DESCRIPTION	COST CODES	AGENCY ADMIN TOTALS
<b>EQUIPMENT-PROVIDER PAID (CONTINUED)</b>			
21	Depreciation-Vehicle	15041	
22	Depreciation-Equipment	15060	
23	Interest-Vehicle	15071	
24	Other (Detail Required)	15997	
25	Total Equipment (Sum Lines 19 - 24)	15996	
<b>PROPERTY-PROVIDER PAID</b>			
26	Lease/Rental-Real Property	16011	
27	Leasehold/Leasehold Improvements	16021	
28	Depreciation-Building	16031	
29	Depreciation-Building/Land Improvements	16050	
30	Mortgage Interest	16061	
31	Mortgage Expenses	16071	
32	Insurance-Property & Casualty	16081	
33	Real Estate Taxes	16091	
34	Maintenance in Lieu of Rent (LGU only)	16141	
35	Interest on Capital Indebtedness	16101	
36	Other (Detail Required)	16997	
37	Total Property (Sum Lines 26 - 36)	16996	
38	Parent Agency Administration Allocation	19070	
39	County Wide Cost Allocation (LGU Only)	19080	
40	Total Agency Administration (Sum Lines 1,2,5,18,25,37,38,39)	19090	
41	Adjustments/Non-Allowable Costs (Detail Required)	19031	
42	Net Agency Administration (Line 40 minus 41)	19998	

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**SCHEDULE CFR-3**  
**AGENCY**  
**ADMINISTRATION**

Page \_\_\_\_\_

AGENCY NAME: _____	SCHOOL CODE: (SED ONLY) _____
AGENCY CODE: _____	

RATIO VALUE WORKSHEET (AGENCY-WIDE)			
Line No.	State Agency	Cost Codes	Amount
<b>CALCULATION OF OPERATING COSTS *</b>			
43	OASAS Subtotal	19110	
44	OMH Subtotal	19120	
45	OPWDD Subtotal	19130	
46	SED Subtotal	19140	
47	Shared Programs Subtotal	19150	
48	Other Programs Subtotal**	19160	
49	Total Agency Operating Costs	19170	
<b>CALCULATION OF RATIO VALUE FACTOR</b>			
50	Net Agency Administration (CFR-3, Line 42)	19999	
51	Total Agency Operating Costs (CFR-3, Line 49)	19171	
52	Ratio Value Factor (Line 50 divided by line 51)	19180	
<b>ALLOCATION OF AGENCY ADMINISTRATION USING RATIO VALUE ***</b>			
53	OASAS Allocation (line 43 x line 52)	19210	
54	OMH Allocation (line 44 x line 52)	19220	
55	OPWDD Allocation (line 45 x line 52)	19230	
56	SED Allocation (line 46 x line 52)	19240	
57	Shared Programs Allocation (line 47 x line 52)	19250	
58	Other Programs Allocation (line 48 x line 52)	19260	
59	Total Agency Administration ( sum lines 53 - 58)	19270	

ADJUSTED RATIO VALUE WORKSHEET (WITHIN STATE AGENCY)			
Line No.	State Agency	Cost Codes	Amount
<b>CALCULATION OF ADJUSTED OPERATING COSTS ****</b>			
60	OASAS Adjusted Subtotal	19310	
61	OMH Adjusted Subtotal	19320	
62	OPWDD Adjusted Subtotal	19330	
63	SED Adjusted Subtotal	19340	
64	Shared Programs Adjusted Subtotal	19350	
<b>CALCULATION OF ADJUSTED RATIO VALUE FACTOR *****</b>			
65	OASAS Ratio Value Factor (line 53 divided by line 60)	19410	
66	OMH Ratio Value Factor (line 54 divided by line 61)	19420	
67	OPWDD Ratio Value Factor (line 55 divided by line 62)	19430	
68	SED Ratio Value Factor (line 56 divided by line 63)	19440	
69	Shared Programs Ratio Value Factor (line 57 divided by line 64)	19450	

\* Totals by State Agency from CFR-1, Line 64. Do not report operating costs for programs 0880 and 0890.

\*\* This amount must equal the sum of lines 1 through 4 of column 7 on schedule CFR-2. These amounts are not detailed elsewhere in the CFR and, therefore, will not cross foot to CFR-1.

\*\*\* For each state agency, the sum of agency administration allocated to each program/site on CFR-1, line 65, must equal the agency administration calculated below.

\*\*\*\* Totals by State Agency from CFR-1, Line 64. Do not report operating costs for programs 0880 and 0890 and programs which are exempt from agency administration.  
 For OMH (line 61), do not include operating costs for programs 0860, 0870, 0920, 1230, 1690, 1910, 2740, 2850, 2860, 2980, 6910, 6920, 8810 and programs with an "A" program code index (startup).  
 For OPWDD (line 62), do not include operating costs for program 0190.

\*\*\*\*\* The adjusted ratio value factor for each State Agency should appear in the item description column of that State Agency specific CFR-1, line 65.







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**SCHEDULE CFR-5**  
**TRANSACTIONS WITH RELATED**  
**ORGANIZATIONS/INDIVIDUALS**

Page \_\_\_\_\_

AGENCY NAME: _____	AGENCY CODE: _____	SCHOOL CODE: (SED ONLY) _____
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**SECTION A:**

**Question #1:** During the reporting period, were there any PAYMENTS TO related organizations or individuals associated with the provider that involved any OASAS, OMH, OPWDD and/or SED programs and/or agency administration? YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, Sections B and C of this schedule must be completed.

**Question #2:** (Applies only to OASAS, OMH and OPWDD service providers) During the reporting period, were there any transactions with related organizations or individuals FROM WHICH the service provider received any financial aid/assistance or TO WHICH the service provider provided financial aid/assistance? YES \_\_\_ NO \_\_\_ If yes, Section D must be completed.

**SECTION B:** Please list all PAYMENTS TO related organizations and/or individuals below:

1	2	3	4	5	6	7	8	9
Line No.	Item No.	PROGRAM/SITES AFFECTED ENTER PROG/SITE ID# (CODE) OR ADMINISTRATION	DESCRIPTION OF TRANSACTION	NAME OF RELATED ORGANIZATION/INDIVIDUAL	RELATIONSHIP TO PROVIDER*	AMOUNT OF TRANSACTION REPORTED	ALLOWABLE COSTS	ADJUSTMENTS TO COSTS (COL. 7 MINUS 8)
1								
2								
3								
4								
5								

**SECTION C:** For space lease/rental agreements listed in section B above, detail the related organization's/individual's allowable costs reported in section B, Allowable Costs column:

1	2	3	4	5	6	7	8	9
Line No.	Item No.	PROGRAM/SITES AFFECTED ENTER PROG/SITE ID# (CODE) OR ADMIN.	DEPRECIATION	MORTGAGE INTEREST	INSURANCE	PROPERTY TAXES	OTHER (SPECIFY)	TOTAL ALLOWABLE COSTS
1								
2								
3								
4								
5								

**SECTION D:** (This section applies only to OASAS, OMH and OPWDD service providers.) Report each related party/related individual FROM WHICH the service provider received any financial aid or assistance or TO WHICH the service provider provided any financial aid or assistance.

1	2	3	4	5	6	7		8
						To	From	
Line No.	Item No.	Name of Related Party/Individual	Street Address	City, State	Type of Financial Support/Aid	Funding		Funding To/From Amount
1						<input type="checkbox"/>	<input type="checkbox"/>	
2						<input type="checkbox"/>	<input type="checkbox"/>	
3						<input type="checkbox"/>	<input type="checkbox"/>	
4						<input type="checkbox"/>	<input type="checkbox"/>	
5						<input type="checkbox"/>	<input type="checkbox"/>	

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AGENCY NAME: \_\_\_\_\_ AGENCY CODE: \_\_\_\_\_ SCHOOL CODE (SED ONLY): \_\_\_\_\_

1. Do any employees of your agency also serve on the governing authority?  YES  NO If "YES", provide detail of the employee name and position title.

2. List the names of all individuals who receive compensation as Board Officers, Members of the Board of Directors or Board Trustees:

	<u>NAME</u>	<u>AMOUNT PAID</u>	<u>CONTRACTED PAYMENT AMOUNT</u>	<u>FRINGE BENEFITS</u>	<u>OTHER BENEFITS **</u>	<u>TOTAL COMPENSATION</u>
A.	_____	_____	_____	_____	_____	_____
B.	_____	_____	_____	_____	_____	_____
C.	_____	_____	_____	_____	_____	_____
D.	_____	_____	_____	_____	_____	_____
E.	_____	_____	_____	_____	_____	_____

3. List ALL employees reported under Position Title Codes 601, 602 and 603 (regardless of their total annualized salary) and all employees that received a total annualized salary and contracted payment amount (column 7) in excess of \$125,000.

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	<u>NAME</u>	<u>POSITION TITLE CODE *</u>	<u>AMOUNT PAID</u>	<u>FTE</u>	<u>ANNUALIZED SALARY</u>	<u>CONTRACTED PAYMENT AMOUNT</u>	<u>TOTAL ANNUALIZED SALARY AND CONTRACTED PAYMENT</u>	<u>FRINGE BENEFITS</u>	<u>OTHER BENEFITS **</u>
A.	_____	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____	_____
B.	_____	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____	_____
C.	_____	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____	_____
D.	_____	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____	_____
E.	_____	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____	_____

4. List the five highest paid independent contractors (individual or firm) that received payments in excess of \$50,000.

	(1)	(2)	(3)
	<u>NAME</u>	<u>TYPE OF SERVICE</u>	<u>AMOUNT PAID</u>
A.	_____	_____	_____
B.	_____	_____	_____
C.	_____	_____	_____
D.	_____	_____	_____
E.	_____	_____	_____

\* If an individual is reported under more than one position title code on CFR-4, please check the box in column 2.

\*\* Cash value of awards, rewards, loans or other benefits made in lieu of, or in addition to, monetary compensation or regular fringe benefits.

Regular fringe benefits are received by all classes or categories of employees. (e.g.: Payroll Taxes, Health Insurance, Pension Costs, Tuition Reimbursement, Severance Benefits)