NEW YORK STATE

CONSOLIDATED FISCAL REPORT

For the Period: July 1, 2017 to June 30, 2018

SCHEDULE CFR-i

AGENCY IDENTIFICATION AND CERTIFICATION STATEMENT

AGENCY NAME: _____

AGENCY ADDRESS: _____

_____

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

AGENCY CODE: _____

COUNTY NAME: _____

COUNTY CODE: _____

TYPE OF OWNERSHIP:

NOT-FOR-PROFIT: ☐

PROPRIETARY: ☐

GOVERNMENTAL: ☐

SCHOOL CODE (SED ONLY): __ __ __ __ __ __ __ __ __ __ __ __

FEDERAL EMPLOYER ID NUMBER: _____

CERTIFIED FINANCIAL STATEMENT REPORTING PERIOD: _____

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.

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

Contact Information for President/Chair, Board of Directors:

_____

Name

_____

Title

_____

E-mail Address

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 **Name and Title**

(_____

Telephone Number)

_____

E-mail Address

_____

Signature of Chief Executive Officer

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

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: _____ _____

AGENCY CODE:

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: _____
(For Voluntary Local Service Provider)

Title: _____

Date: _____
(Service Provider's Chief Executive Officer)

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

Title: _____
(LGU's Chief Fiscal Officer)

Date: _____

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 Unit: Director of Community Mental Health Services
~~Specify~~

Date: _____

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

SCHEDULE CFR-2
AGENCY FISCAL SUMMARY

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

Line No.	EXPENSES		Cost Codes	1 AGENCY TOTALS (Sum Col. 2-7)	2 OASAS TOTALS	3 OMH TOTALS	4 OPWDD TOTALS	5 SED TOTALS	6 SHARED PROGRAM TOTALS	7 OTHER PROGRAMS TOTALS*
	COLUMN NUMBER / ITEM DESCRIPTION									
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	OTPS	(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							
	REVENUES									
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.**

Funding State Agency:

☐ ☐
☐
☐
OMH
OPWDD SED
OASAS

NEW YORK STATE

CONSOLIDATED FISCAL REPORT

For the Period: July 1, 2017 to June 30, 2018

SCHEDULE CFR-4
PERSONAL SERVICES

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

FTE'S MUST BE CALCULATED TO 3 DECIMAL PLACES.

Provide all applicable information. Refer to Appendix R for Position Title Codes and Definitions. Indicate the standard work week or provide the number of hours in the "other" column.
Indicate the applicable staffing category on the line below to which each page applies.

AGENCY ADMINISTRATION (Position Title Codes 600-699 series) ____*

PROGRAM/SITE, PROGRAM ADMIN./LGU ADMIN. (Position Title Codes 100-599 and 700-799 series) ____

	COLUMN NUMBER																			
	PROGRAM CODE ** (PROGRAM CODE INDEX)					)			)			)			)			)		
	PROGRAM/SITE IDENTIFICATION NUMBER **					(			(			(			(			(		
	PROGRAM/SITE NAME																			
Position Title Code Appendix R	PROGRAM/SITE ADDRESS (Line One)																			
	PROGRAM/SITE ADDRESS (Line Two)																			
	COUNTY CODE																			
	Position Title	Standard Work Week 35 / 37½ / 40			Other	Hours Paid	FTE	Amount Paid	Hours Paid	FTE	Amount Paid	Hours Paid	FTE	Amount Paid	Hours Paid	FTE	Amount Paid	Hours Paid	FTE	Amount Paid
Total "Hours Paid", "FTE" and "Amount Paid" for Positions.																				

*** Report Agency Administration in one column on a separate page.**
**** For OASAS, program code = service level and program/site = PRU level.**
Totals are transferred to Schedule CFR-1 Line 16 (Program/Site, Program Administration & LGU Administration), or Schedule CFR-3 Line 1 (Agency Administration).
Note: FTE's do not get transferred.

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

SCHEDULE CFR-5
TRANSACTIONS WITH RELATED ORGANIZATIONS/INDIVIDUALS

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

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
Line No.	Item No.	Name of Related Party/Individual	Street Address	City, State	Type of Financial Support/Aid	Funding To	Funding From	Funding To/From Amount
1						☐	☐	
2						☐	☐	
3						☐	☐	
4						☐	☐	
5						☐	☐	

NEW YORK STATE

CONSOLIDATED FISCAL REPORT

For the Period: July 1, 2017 to June 30, 2018

SCHEDULE CFR-6
GOVERNING BOARD AND
COMPENSATION SUMMARY

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:

	NAME	AMOUNT PAID	CONTRACTED PAYMENT AMOUNT	FRINGE BENEFITS	OTHER BENEFITS **	TOTAL COMPENSATION
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) NAME	(2) POSITION TITLE CODE *	(3) AMOUNT PAID	(4) FTE	(5) ANNUALIZED SALARY	(6) CONTRACTED PAYMENT AMOUNT	(7) TOTAL ANNUALIZED SALARY AND CONTRACTED PAYMENT	(8) FRINGE BENEFITS	(9) OTHER BENEFITS **
A.		☐							
B.		☐							
C.		☐							
D.		☐							
E.		☐							

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

	(1) NAME	(2) TYPE OF SERVICE	(3) AMOUNT PAID
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)

Funding State Agency:
- ☐ OMH
- ☐ OPWDD
- ☐ OASAS

NEW YORK STATE
CONSOLIDATED FISCAL REPORT
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SCHEDULE DMH-1
PROGRAM FISCAL SUMMARY

AGENCY NAME:_____

AGENCY CODE:_____

Line No.	COLUMN NUMBER / ITEM DESCRIPTION	Cost Codes					
1	Program Type	00071					
2	Program Code (Program Code Index)	00011	)	)	)	)	)
	UNITS OF SERVICE						
3	OMH Units of Service	00121					
4	OPWDD Units of Service	00161			(		
5	OASAS Units of Service	00170					
	EXPENSES*						
6	Personal Services	17010	(	(		(	(
7	Vacation Leave Accruals	17020					
8	Fringe Benefits	17030					
9	Other Than Personal Services	17040					
10	Equipment-Provider Paid	17050					
11	Property-Provider Paid	17060					
12	Agency Administration	17080					
13	Adjustments/Non-Allowable Costs	17090					
14	Total Adjusted Expenses (Lines 6-12 minus 13)	17999					
	REVENUES*						
15	Participant Fees (less SSI & SSA)	26010					
16	SSI & SSA	26020					
17	Home Relief/Public Assistance	26030					
18a	Medicaid Fee for Service	26045					
18b	Medicaid Managed Care	26050					
19	Medicare	26060					
20	Other Third Parties	26070					
21	OPWDD Residential Room and Board	26080					
22	Transportation, Medicaid	26090					
23	Transportation, Other	26100					
24	Sales: Contract Total	26140					
25	Federal Grants (Detail Required)	26160					

*** These amounts are the program type totals for all program/sites aggregated from Schedule CFR-1. This does not apply to agencies filing abbreviated CFR forms.**

Funding State Agency:
- ☐ OMH
- ☐ OPWDD
- ☐ OASAS

NEW YORK STATE
CONSOLIDATED FISCAL REPORT
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SCHEDULE DMH-1
PROGRAM FISCAL SUMMARY

AGENCY NAME:_____

AGENCY CODE:_____

Line No.	COLUMN NUMBER / ITEM DESCRIPTION	Cost Codes					
	Program Type	00071					
	Program Code (Program Code Index)	00011	)	)	)	)	)
26	State Grants (Detail Required)	26190					
27	LTSE Income Total (OMH and OPWDD only)	26220			(		
28	SNAP (OASAS and OPWDD Only)	26240					
29	Net Deficit Funding (State & LGU Funding only)*	26110					
30	Other (Detail Required)	26230	(	(		(	(
31	Total Gross Revenues (Sum Lines 15-30)	26999					
	GAAP ADJUSTMENTS TO REVENUE**						
32	Participant Allowance	27010					
33	Provision for Bad Debt - Revenue Deduction	27040					
34	Other (Detail Required)	27045					
35	Total GAAP Adjustments (Sum Lines 32-34)	27049					
36	Net GAAP Revenues (Line 31 minus 35)	27025					
	NON-GAAP ADJUSTMENTS TO REVENUE**						
37	Exempt Contract Income	27050					
38	Exempt LTSE Income	27060					
39	Net Deficit Funding***	27070					
40	Other (Detail Required)	27080					
41	Total NON-GAAP Adjustments (Sum Lines 37-40)	27998					
42	Subtotal Adj. to Revenue (Sum Lines 35 & 41)	27999					
43	Total Net Revenues (Line 31 minus 42)	28999					
44	Net Operating Cost (Line 14 minus 43)	29999					

* Do not include non-funded or voluntary contributions.

** These amounts are the program type totals for all program/sites aggregated from Schedule CFR-1. This does not apply to agencies filing abbreviated CFR forms.

*** Amounts should equal the corresponding amounts reported as revenue on line 29 above.

Funding State Agency:
☐ OMH
☐ OPWDD
☐ OASAS

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

SCHEDULE DMH-2
AID TO LOCALITIES/
DIRECT CONTRACT
SUMMARY

AGENCY NAME:_____ **PREPARED BY:** _____ **TELEPHONE:** (___) _____

AGENCY CODE:_____ ☐

COUNTY NAME & CODE: _____(___) **Please check the box if the preparer changed from the previous submission.** **FINAL CLAIM** _____

Line No.	COLUMN NUMBER / ITEM DESCRIPTION	Cost Codes					
1	Accounting Method			PLEASE CHECK:			
2	State Contract Number / LGU Contract Number *	00200					
3	Program Type	00072					
4	Program Code (Program Code Index)	00012	)	)	)	)	)
	EXPENSES						
5	Personal Services	18010			(		
6	Vacation Leave Accruals **	18020					
7	Fringe Benefits	18030				(	
8	Other Than Personal Services (OTPS)	18040	(	(			
9	Equipment-Provider Paid ***	18050					(
10	Property-Provider Paid ****	18060					
11	Agency Administration	18080					
12	Adjustments/Non-Allowable Costs (Detail Required)	18090					
13	Total Adjusted Expenses (Lines 5-11 minus 12)	18999					
	REVENUES						
14	Participant Fees (less SSI & SSA)	46010					
15	SSI & SSA	46020					
16	Home Relief/Public Assistance	46030					
17a	Medicaid Fee for Service	46045					
17b	Medicaid Managed Care	46050					
18	Medicare	46060					
19	Other Third Parties	46070					
20	OPWDD Residential Room and Board	46080					
21	Transportation, Medicaid	46090					
22	Transportation, Other	46100					
23	Sales: Contract Total	46140					
24	Federal Grants (Detail Required)	46160					

* For direct contracts, enter the State Contract Number. For local contracts, enter the local Contract Number, if applicable.
** OASAS funded service providers cannot report vacation leave accruals for State aid reimbursement.
*** OASAS funded service providers cannot report equipment depreciation for State aid reimbursement.
**** OASAS funded service providers cannot report property related depreciation for State aid reimbursement.

Funding State Agency:
☐ OMH
☐ OPWDD
☐ OASAS

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

SCHEDULE DMH-2
AID TO LOCALITIES/
DIRECT CONTRACT
SUMMARY

AGENCY NAME:_____ PREPARED BY: _____ TELEPHONE: (___) _____

AGENCY CODE:_____ ☐

COUNTY NAME & CODE: _____(___) Please check the box if the preparer changed from the previous submission. ESTIMATED CLAIM ____ FINAL CLAIM _____

Line No.	COLUMN NUMBER / ITEM DESCRIPTION	Cost Codes					
	Program Type	00072		PLEASE CHECK:			
	Program Code (Program Code Index)	00012	)	)	)	)	)
25	State Grants (Detail Required)	46190					
26	LTSE Income Total (OMH and OPWDD Only)	46220			(		
27	SNAP (OASAS and OPWDD Only)	46240					
28	Net Deficit Funding (State & LGU Funding Only)*	46110				(	
29	Other (Detail Required)	46230	(	(			
30	Total Gross Revenue (Sum Lines 14-29)	46999					(
	GAAP ADJUSTMENTS TO REVENUE						
31	Participant Allowance	47010					
32	Provision for Bad Debt - Revenue Deduction	47040					
33	Other (Detail Required)	47045					
34	Total GAAP Adjustments (Sum Lines 31-33)	47049					
35	Net GAAP Revenues (Line 30 minus 34)	47025					
	NON-GAAP ADJUSTMENTS TO REVENUE						
36	Exempt Contract Income	47050					
37	Exempt LTSE Income	47060					
38	Net Deficit Funding**	47070					
39	Other (Detail Required)	47080					
40	Total NON-GAAP Adjustments (Sum Lines 36-39)	47998					
41	Subtotal Adj. to Revenue (Sum Lines 34 & 40)	47999					
42	Total Net Revenues (Line 30 minus 41)	48999					
43	Net Operating Costs (Line 13 minus 42)	49999					
	DEFICIT FUNDING						
44	State Share	60010					
45	Local Government Share	60020					
46	Service Provider Share (Voluntary Contributions)	60030					
47	Total Approved Deficit Funding (Sum lines 44 - 46)	60039					
48	Non-Funded	60040					
49	Total Net Deficit (Sum Lines 47-48)	60999					

* Do not include non-funded or voluntary contributions.
** Amounts should equal the corresponding amounts reported as revenue on line 28 above.

FundingState Agency:
- ☐ OMH
- ☐ OPWDD
- ☐ OASAS

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

SCHEDULE DMH-3
AID TO LOCALITIES AND DIRECT CONTRACTS
PROGRAM FUNDING SOURCE SUMMARY

AGENCY NAME:_____ **PREPARED BY:** _____ **TELEPHONE:** (___) _____

AGENCY CODE:_____ ☐ **Please check the box if the preparer changed from the previous submission.**

COUNTY NAME & CODE: _____(____) **PLEASE CHECK: FINAL CLAIM** _____

Line No.	COLUMN NUMBER / ITEM DESCRIPTION	Cost Codes						TOTAL
1	Accounting Method							
2	Program Type	00073						
3	Program Code (Program Code Index)	00013	( )	( )	( )	( )	( )	
4	Total Persons Served/Year	00220						
5	Total Units of Service	00999						
6	Gross Cost/Unit of Service	70999						
7	Net Cost/Unit of Service	71999						
8	Reserved for Future Use	72999						
9	A. Funding Source Code (Local Assistance) Index (OMH/OASAS only)		001	001	001	001	001	
10	Number Persons Served/Year	00260						
11	Number Units of Service	00250						
12	Total Adjusted Expenses	50999						
13	Less Applied Net Revenue	61999						
14	Net Operating Costs	62999						
15	State Contract Number / LGU Contract Number *	00201						
16	B. Funding Source Code Index (OMH/OASAS only)							
17	Number Persons Served/Year	00261						
18	Number Units of Service	00251						
19	Total Adjusted Expenses	50998						
20	Less Applied Net Revenue	61998						
21	Net Operating Costs	62998						
22	State Contract Number / LGU Contract Number *	00202						
23	C. Funding Source Code Index (OMH/OASAS only)							
24	Number Persons Served/Year	00262						
25	Number Units of Service	00252						
26	Total Adjusted Expenses	50997						
27	Less Applied Net Revenue	61997						
28	Net Operating Costs	62997						
29	State Contract Number / LGU Contract Number *	00203						
	D. Totals From A-C Above							
30	Total Adjusted Expenses	51999						
31	Less Net Revenue	63999						
32	Net Operating Costs	52999						

* For direct contracts, enter the State Contract Number. For local contracts, enter the local Contract Number, if applicable.