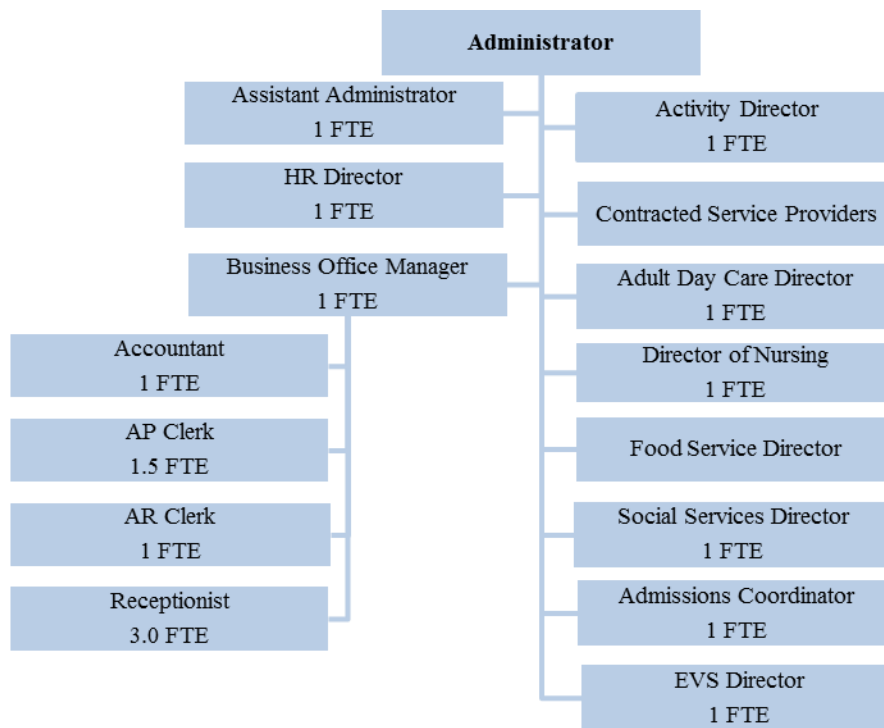


NURSING HOME – ADMINISTRATION

Fund 081-410



BUDGET HIGHLIGHTS

In FY2017, the plan is to continue to reduce uncollectible accounts. A solid department FTE has been established for staffing and guidelines for daily productivity have been established. HR Director is working with the management team to reduce employee turnover, increase employee retention as well as other efforts to enhance the CCNH's team members.

FINANCIAL

| Fund 081 Dept 410 | | | 2015 Actual | 2016 Original | 2016 Projected | 2017 Budget |
|-------------------|----|---------------------------|----------------|------------------|-------------------|----------------|
| 311 | 32 | CURR PROP TX-NURS HM OPER | \$1,137,409 | \$1,173,917 | \$1,173,918 | \$1,250,370 |
| 313 | 32 | RE BACKTAX-NURS HOME OPER | \$788 | \$0 | \$0 | \$0 |
| 314 | 10 | MOBILE HOME TAX | \$1,100 | \$0 | \$0 | \$0 |
| 315 | 10 | PAYMENT IN LIEU OF TAXES | \$790 | \$0 | \$0 | \$0 |
| | | PROPERTY TAXES | \$1,140,087 | \$1,173,917 | \$1,173,918 | \$1,250,370 |
| 345 | 17 | NH CARE-VET ADM PATIENTS | \$170,465 | \$187,559 | \$441,355 | \$464,189 |

| Fund 081 Dept 410 | | | 2015 Actual | 2016 Original | 2016 Projected | 2017 Budget |
|-------------------|----|----------------------------|---------------------|---------------------|---------------------|---------------------|
| 345 | 18 | ADLT DAYCARE-VA CLIENTS | \$88,363 | \$61,000 | \$103,212 | \$100,000 |
| 345 | 19 | NH CARE-HOSPICE PATIENTS | \$556,475 | \$642,714 | \$425,461 | \$399,511 |
| 345 | 20 | ADLT DAYCARE-PRIV CLIENTS | \$32,659 | \$34,000 | \$30,874 | \$30,000 |
| 345 | 21 | ADLT DAYCARE-IDOA CLIENTS | \$102,727 | \$113,000 | \$105,293 | \$105,000 |
| 345 | 22 | NH CARE-PRIV PAY PATIENTS | \$3,224,385 | \$5,449,665 | \$2,729,308 | \$3,114,680 |
| 345 | 23 | NH CARE-MEDICAID PATIENTS | \$6,758,055 | \$5,574,708 | \$6,177,965 | \$6,173,634 |
| 345 | 26 | NH CARE-MEDICARE/A PATNTS | \$953,055 | \$2,655,156 | \$1,183,222 | \$903,375 |
| 345 | 27 | NH CARE-MEDICARE/B PATNTS | \$277,052 | \$200,000 | \$219,617 | \$215,000 |
| 345 | 29 | NH CARE-PRIV INSUR PATNTS | \$1,059,973 | \$806,504 | \$1,347,355 | \$1,806,750 |
| 345 | 33 | NURS HOME BEAUTY SHOP REV | \$36,610 | \$39,000 | \$29,747 | \$35,000 |
| 345 | 34 | MEDICAL SUPPLIES REVENUE | \$52,962 | \$60,000 | \$52,048 | \$60,000 |
| 345 | 35 | PATIENT TRANSPORTATN CHGS | \$12,325 | \$19,000 | \$22,713 | \$20,000 |
| | | FEES AND FINES | \$13,325,106 | \$15,842,306 | \$12,868,170 | \$13,427,139 |
| 361 | 10 | INVESTMENT INTEREST | \$489 | \$300 | \$0 | \$0 |
| 363 | 50 | RESTRICTED DONATIONS | \$5,400 | \$3,500 | \$2,881 | \$2,000 |
| 369 | 12 | VENDING MACHINES | \$3,821 | \$4,000 | \$2,214 | \$2,300 |
| 369 | 20 | NURS HOME MEAL TICKETS | \$2,042 | \$2,000 | \$0 | \$0 |
| 369 | 30 | LATE CHARGE, NSF CK CHG | \$12,436 | \$17,000 | \$228 | \$5,000 |
| 369 | 42 | WORKER'S COMP. REIMB. | \$501 | \$0 | \$1,203 | \$0 |
| 369 | 90 | OTHER MISC. REVENUE | \$15,177 | \$6,500 | \$2,898 | \$8,000 |
| | | MISCELLANEOUS | \$39,866 | \$33,300 | \$9,424 | \$17,300 |
| | | REVENUE TOTALS | \$14,505,059 | \$17,049,523 | \$14,051,512 | \$14,694,809 |
| 511 | 3 | REG. FULL-TIME EMPLOYEES | \$353,329 | \$371,650 | \$397,282 | \$412,743 |
| 511 | 5 | TEMP. SALARIES & WAGES | \$18,825 | \$15,000 | \$11,534 | \$10,000 |
| 511 | 6 | PER DIEM | \$2,610 | \$3,000 | \$2,381 | \$3,000 |
| 511 | 9 | OVERTIME | \$5,826 | \$5,682 | \$4,368 | \$4,442 |
| 511 | 44 | NO-BENEFIT PART-TIME EMPL | \$18,600 | \$17,000 | \$0 | \$0 |
| 513 | 1 | SOCIAL SECURITY-EMPLOYER | \$29,335 | \$31,553 | \$24,525 | \$32,070 |
| 513 | 2 | IMRF - EMPLOYER COST | \$32,353 | \$34,647 | \$30,041 | \$35,424 |
| 513 | 4 | WORKERS' COMPENSATION INS | \$11,660 | \$11,086 | \$11,097 | \$12,535 |
| 513 | 5 | UNEMPLOYMENT INSURANCE | \$6,765 | \$18,586 | \$16,094 | \$16,300 |
| 513 | 6 | EMPLOYEE HEALTH/LIFE INS | \$49,121 | \$59,165 | \$62,808 | \$74,636 |
| 513 | 20 | EMPLOYEE DEVELOPMNT/RECOG | \$3,531 | \$4,000 | \$853 | \$2,500 |
| 513 | 21 | EMPLOYEE PHYSICALS/LAB | \$30,861 | \$30,000 | \$46,273 | \$45,000 |
| | | PERSONNEL | \$562,816 | \$601,369 | \$607,256 | \$648,650 |
| 522 | 1 | STATIONERY & PRINTING | \$1,569 | \$3,000 | \$0 | \$3,000 |
| 522 | 3 | BOOKS,PERIODICALS & MAN. | \$641 | \$200 | \$166 | \$200 |
| 522 | 4 | COPIER SUPPLIES | \$6,431 | \$6,000 | \$5,156 | \$6,000 |
| 522 | 6 | POSTAGE, UPS, FED EXPRESS | \$4,268 | \$4,000 | \$2,948 | \$4,000 |
| 522 | 44 | EQUIPMENT LESS THAN \$5000 | \$5,855 | \$300 | \$3,662 | \$300 |
| 522 | 93 | OPERATIONAL SUPPLIES | \$7,379 | \$9,000 | \$5,561 | \$6,500 |
| | | COMMODITIES | \$26,143 | \$22,500 | \$17,493 | \$20,000 |
| 533 | 1 | AUDIT & ACCOUNTING SERVCS | \$47,596 | \$68,000 | \$48,658 | \$55,000 |

| Fund 081 Dept 410 | | | 2015 | 2016 | 2016 | 2017 |
|---------------------------|----|---------------------------|--------------------|--------------------|--------------------|--------------------|
| | | | Actual | Original | Projected | Budget |
| 533 | 3 | ATTORNEY/LEGAL SERVICES | \$53,941 | \$60,000 | \$90,059 | \$60,000 |
| 533 | 4 | ENGINEERING SERVICES | \$47,434 | \$0 | \$25,567 | \$15,000 |
| 533 | 7 | PROFESSIONAL SERVICES | \$502,664 | \$480,000 | \$538,263 | \$501,534 |
| 533 | 12 | JOB-REQUIRED TRAVEL EXP | \$1,559 | \$2,599 | \$1,606 | \$2,000 |
| 533 | 20 | INSURANCE | \$261,313 | \$291,904 | \$286,054 | \$290,000 |
| 533 | 26 | PROPERTY LOSS/DMG CLAIMS | \$483 | \$2,303 | \$0 | \$2,000 |
| 533 | 29 | COMPUTER/INF TCH SERVICES | \$47,859 | \$94,567 | \$106,953 | \$100,000 |
| 533 | 33 | TELEPHONE SERVICE | \$18,780 | \$18,000 | \$19,044 | \$20,000 |
| 533 | 42 | EQUIPMENT MAINTENANCE | \$7,022 | \$0 | \$734 | \$1,000 |
| 533 | 51 | EQUIPMENT RENTALS | \$120 | \$0 | \$0 | \$0 |
| 533 | 70 | LEGAL NOTICES,ADVERTISING | \$33,902 | \$44,969 | \$29,527 | \$40,000 |
| 533 | 85 | PHOTOCOPY SERVICES | \$13,580 | \$15,732 | \$8,872 | \$10,732 |
| 533 | 89 | PUBLIC RELATIONS | \$2,818 | \$607 | \$1,699 | \$2,000 |
| 533 | 93 | DUES AND LICENSES | \$18,487 | \$20,302 | \$20,456 | \$20,500 |
| 533 | 95 | CONFERENCES & TRAINING | \$6,560 | \$8,000 | \$9,964 | \$10,000 |
| 534 | 37 | FINANCE CHARGES,BANK FEES | \$3,849 | \$2,500 | \$5,199 | \$10,000 |
| 534 | 40 | CABLE/SATELLITE TV EXP | \$24,942 | \$30,000 | \$25,982 | \$30,000 |
| 534 | 61 | IPA LICENSING FEE | \$511,537 | \$546,790 | \$498,897 | \$546,790 |
| 534 | 75 | FINES AND PENALTIES | \$0 | \$30,000 | \$0 | \$30,000 |
| 534 | 81 | GENERAL LIABILITY CLAIMS | \$0 | \$30,000 | \$0 | \$30,000 |
| | | SERVICES | \$1,604,446 | \$1,746,273 | \$1,717,534 | \$1,776,556 |
| 544 | 29 | NUR HM BLDG CONST/IMPROVE | \$21,217 | \$0 | \$0 | \$0 |
| 544 | 33 | OFFICE EQUIPMENT & FURNIS | \$86,629 | \$26,000 | \$4,082 | \$21,000 |
| | | CAPITAL | \$107,846 | \$26,000 | \$4,082 | \$21,000 |
| 567 | 2 | BAD DEBT EXPENSE | \$0 | \$300,000 | \$0 | \$200,000 |
| | | NON CASH EXPENSES | \$0 | \$300,000 | \$0 | \$200,000 |
| 571 | 80 | TO GENERAL CORP FUND 080 | \$307,490 | \$311,765 | \$285,827 | \$282,670 |
| | | INTERFUND EXPENDITURE | \$307,490 | \$311,765 | \$285,827 | \$282,670 |
| 582 | 1 | INTEREST-TAX ANTIC NOTES | \$2,974 | \$7,000 | \$13,268 | \$3,500 |
| | | DEBT | \$2,974 | \$7,000 | \$13,268 | \$3,500 |
| EXPENDITURE TOTALS | | | \$2,611,715 | \$3,014,907 | \$2,645,460 | \$2,952,376 |

DESCRIPTION

Administrative support and accounting departments encompass a range of services including accounts payable, accounts receivable, fiscal controls, budget construction and monitoring, payroll, human resources, information technology, reception, and secretarial services.

These services apply to the entire organization, working directly with residents and their representatives, staff, and the public.

OBJECTIVES

Accounting

1. Construct timely and accurate balance sheets and income statements, prepared for review by the fifteenth of the month following the time period they are to reflect
2. Achieve and maintain secure revenue streams with a 1.5% uncollectible threshold for current activity with a long term uncollectible accounts goal of 0.75%

Human Resources

1. Continuous effective recruiting to achieve a licensed nurse vacancy rate at or below 10% and a CNA vacancy rate at or below 5%
2. Turnover rate goal of 45.2% and Retention rate of 73.1 percent.

PERFORMANCE INDICATORS

| Indicator | FY2015 Actual | FY2016 Projected | FY2017 Budgeted |
|------------------------|--------------------------|-----------------------------|----------------------------|
| Accounting | | | |
| Financial statements | by 15 th | by 15 th | by 15 th |
| Uncollectible accounts | 1.5% | 1.50% | 0.75 % |
| Human Resources | | | |
| Nurse vacancy rate | 10% | 10% | 10.00% |
| CNA vacancy rate | 31.7% | 45% | 20.00% |
| FSW vacancy rate | 5.3% | 10% | 5.00% |
| Overall Turnover Rate | 62.2% | 45% | 35% |
| Overall Retention Rate | 66.4% | 73.1% | 75% |