

# Great Rivers Behavioral Health Administration Services Organization

Policy Title: <b>Closeout</b>	Policy No. <b>2007.00</b>
Category: Fiscal	Date Adopted: 01/10/2020 Date Revised: Date Reviewed:
Reference: Budgeting Accounting and Reporting System Generally Accepted Accounting Principles	

**POLICY:**

- 1.1. Great Rivers Behavioral Health Administration Services Organization ("Great Rivers BH-ASO") shall ensure closeout of the fiscal year and contracts are prepared in a timely and accurate manner.

**PROCEDURE:**

- 2.1. Great Rivers BH-ASO shall operate on a fiscal year basis. Cash receipts will close on June 30 of each year. Invoices received and processed up to July 30 may be included. The books will be closed for prior fiscal year transactions at the end of the thirteenth (13th) month.
- 2.2. The Great Rivers Fiscal Manager or designee shall reconcile the closed accounting records. After the records have been reconciled and any corrections or adjustments made, final financial statements will be prepared. These will include a comprehensive expenditure report, revenue report, budget-to-actual report and a statement of fund balances. These reports will be submitted to the Great Rivers BH-ASO Chief Executive Director for review and presentation to the Great Rivers BH-ASO Governing Board no later than September 30.
- 2.3. Additional reports may be presented that are required by law, contract or requested by Great Rivers BH-ASO Governing Board members.

**ATTACHMENTS**

None

**POLICY SIGNATURE**

DocuSigned by:  
  
 3731C87058C2465...  
 \_\_\_\_\_  
 Edna J. Fund, Chair  
 Great Rivers BH-ASO Governing Board

4/14/2020  
 \_\_\_\_\_  
 Date