

3.7 FINANCIAL ACCOUNTABILITY STATEMENTS

Policy: Financial Accountability Statements (FASs) must be received by FPP by the 25th of the following month. For example, July statements are due August 25th.

Procedure:

1. The FAS must be submitted as an Excel file to the FPP Financial Specialist via email by the 25th of the following month.
2. Any corrections made to the FAS for prior months must be emailed to the FPP Financial Specialist indicating the specific month the correction was made, within seven days of the date the correction. There are red lines at the bottom of the page to explain the changes being made. You must reprint the month the correction was made for your hard copy records to match the state file.
3. Title X clinics may use monthly county reports, agency reports, etc. to fill out the FAS per these instructions.
 - a. All expenses incurred and revenues collected in the operation of the Title X family planning clinic must be reported on the FAS. Amounts reported must not be rounded to the nearest dollar but show the actual expense amount using two decimal places.
4. Contract funds should be shown as expended at least 30 days before the end of the project period.
5. Payments will be made based on the amount of Title X and SGF funds expended during the previous month as reported on the monthly FAS.
6. FPP allocated funds must be expended in the following order:
 - a. Title X clinics must then expend Title X monies before any SGF funds.
 - b. Medicaid, fees, and other revenue could then be expended.
7. The Clinic Director must review the FAS for each month, check the box in the Provider/Contractor Approval Section, and type their name and the date. The file can then be submitted to FPP for payment.