

Date	Time	Location
06/21/2022	12:00-1:00	Via Teams

Agenda			
Topic		Presenter	Report
I.	Call to Order	Wade Gallon	
II.	Review & Approve May Minutes	Wade Gallon	Attached
III.	May Treasurer's Report	Michelle Smith	Attached
IV.	Committee Reports A. Membership/Volunteer/Certification Committee (Newly Combined) B. Nominating Committee C. Newsletter Committee D. Sponsorship Committee E. Scholarship Committee F. Education Committee G. Social/ Social Media Committee	R. Gilbert/ W. Gallon B. Reed E. Cutter T. Jabro/C. Desrosiers T. Monacelli/ J. Walla J. Walla/ A. Murry J. Walla/ D. Kennedy E. Walker/ G. Knight	Attached
V.	New Business 1. Chapter Success Plan 2. Yearly Financial Review 3. WhistleBlower Policy 4. Record Retention and Destruction Policy	Wade Gallon M. Smith/W. Gallon M. Smith M. Smith	Attached Attached Attached Attached
VI.	Old Business 1. NNE Budget 2022-2023	Wade Gallon M. Smith	Attached
VII.	Meeting Adjournment	Wade Gallon	

Action Items from Previous Meeting:



northern new england chapter

Board Meeting Agenda

Item	Owner	Due Date

Date	Time	Location
05/17/2022	12:00-1:00	Conference Call: 1-929-205-6099 Passcode: 544 433 9501

Attendees:
E. Cutter, G. Knight, R. Gilbert, M. Smith, C. Mouridian, W. Gallon, J. Walla, M. Bonica, A. Maksutov, A. Murry, C. Desrosiers, E. Walker, W. Dumais, Z. Colby, T. Jabro

Documents:
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Minutes:		
Topic		Discussion
I.	Call to Order	E. Cutter called the meeting to order at 12:04
II.	Review & Approve April Minutes	Minutes approved as presented.
III.	Treasurer's Report – April 2022-2023 Budget Approval	M. Smith reviewed the attached report. Treasurer's report approved as presented FY23 Budget was approved.
IV.	Committee Reports A. Membership and Volunteer Committee B. Certification Committee C. Nominating Committee D. Newsletter Committee E. Sponsorship Committee F. Scholarship Committee G. Education Committee	No Update for this meeting. No Update for this meeting. Starting FY23 Certification Committee will be merged with Membership and Volunteer Committee. No update for this meeting. T. Jabro report next newsletter will be released next month. No Update for this meeting. No Update for this meeting. J. Walla reported Annual Meeting was held 05/16 and went well. Health Screening included in the CLEAR app did pose a challenge, future events may do a manual Health Screening Survey. Education Planning meeting was held last week,

Minutes:		
Topic		Discussion
	H. Social/ Social Media Committee	44 signed up and 24 attended. Plan will be for 2 in-person events (Reimbursement/Cost Report, Annual Meeting) and 3 Virtual Events (Rev Cycle, Cost Report, Reimbursement). G. Knight shared the Cornhole Tourney held after the Annual meeting was very well attended. 14 Teams and lot of others stayed to Network and watch the games. Committee will be meeting to plan for the next year.
V.	New Business • 2022-2023 Board Meeting Schedule • Thank You Departing Officers/Board Members and Welcome New Officers and Board Members • Founders Points • Chapter Financial Review	FY23 Board Meetings will remain on the same day as FY22, 3rd Tuesday of the month. Erin thanked all of the Outgoing Officers/Board Members and welcomed all Incoming Officers/Board Members. Erin and Zac to connect on the Founders Points entry and Zac will get them all entered prior to the 07/1 deadline. Chapter Financial Review decision has been tabled until June Board meeting. <u>Other Discussion:</u> 10/16-10/18 Volunteer Leadership Conference (formerly Fall Presidents Meeting) in Chicago. Chapter will be sending 2-3 people. Event Attendance Cancellation Policy was reviewed and will be revised to include “alternate attendee or comp for future event”
VI.	Old Business	
VII.	Meeting Adjournment	The meeting adjourned at 1:19.

Action Items:		
Item	Owner	Due Date

Northern New England HFMA
Fiscal Year Ending May 31, 2022
Treasurer's Report
Balance Sheet

Cash:

Operating Checking – Current balance is \$ 167,913.03

Scholarship Fund – Current balance is \$ 8,090.77

- .07 cents interested earned for May for a total YTD \$ 1.78

Accounts Receivable:

Nothing outstanding as of 5-31-22.

Deferred Revenue:

Current balance is \$ 30,741.66 which will be released in the next fiscal year for prepaid corporate sponsorships for June 1-Dec 31, 2022.

Income Statement

Overall, the NNE Chapter of HFMA exceeded its budgeted expectations with an overall gain from operations of \$ 24,679.89 compared to a budgeted gain of \$ 3,122

Income:

FYE income unfavorable to budget \$ 20,867.36 or 74.7%

- Annual Corporate Sponsorships favorable \$ 5,272.54
- Annual Event Sponsorships favorable \$ 2,630.00
- National Rebate unfavorable \$ 6,936.67
 - Reduction made by National to support the One HFMA Program
 - Offset by favorable IT Support Expense variance
- Education Registration Fee Income unfavorable to budget \$ 21,735
 - Excel series unfavorable \$ 1,850
 - Annual meeting unfavorable \$ 12,050
 - FQHC Series unfavorable \$ 7,470
 - All other events unfavorable \$ 365

Expenses:

FYE expenses were favorable to budget \$ 42,425.25 or 46.55%

- Administration favorable \$ 34,871.20
 - BOD Travel – favorable \$ 8,043.61
 - Region 1 - \$ 2,800
 - LTC Travel - \$ 2,622
 - Annual Conference - \$ 2,621
 - BOD Meetings – unfavorable \$ 429.03
 - Breakfast & Lunch catering for Mini LTC/BOT meeting in May
 - Educational Materials – unfavorable \$ 879.86
 - Event in a Box materials
 - Scholarship Grants – favorable \$ 4,500
 - Information Technology – favorable \$ 5,652

- Cvent and Website Support & Maintenance are now provided by National
- Administrative Support Services – favorable \$ 14,945
 - No longer using accounting services
- Bank fees – favorable \$ 1,549.50
 - Less than anticipated credit card processing fees due to registration fees being unfavorable
- Annual Meeting – favorable \$ 4,100.66
 - Speakers and Travel favorable \$ 1,950
 - Facilities and Food favorable \$ 2,434.38
- Certification Series – favorable \$ 500.00
- Excel Series unfavorable \$ 4,916
 - Speaker costs were unfavorable \$ 4,725
- FQHC Series favorable \$ 5,590
 - This is due to the timing of event. Majority of expenses and revenue were recorded by the NH-VT Chapter prior to the merger.
- Social Networking favorable \$ 2,286
 - Facilities & Food favorable \$ 2,300

82 Northern New England
Balance Sheet
As of May 31, 2022

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	
1010-00 BHBT_5103 checking	167,913.03
1025-00 BHBT_5145 scholarship fund	8,090.77
Total Bank Accounts	\$ 176,003.80
Accounts Receivable	
1200-00 Accounts Receivable	0.00
Total Accounts Receivable	\$ 0.00
Other Current Assets	
1275-00 Prepaid Expenses	0.00
Total Other Current Assets	\$ 0.00
Total Current Assets	\$ 176,003.80
TOTAL ASSETS	\$ 176,003.80
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100-00 Deferred Revenue	30,741.66
Total Other Current Liabilities	\$ 30,741.66
Total Current Liabilities	\$ 30,741.66
Total Liabilities	\$ 30,741.66
Equity	
3000-00 Opening Balance Equity	120,582.25
3900-00 Retained Earnings	
Net Income	24,679.89
Total Equity	\$ 145,262.14
TOTAL LIABILITIES AND EQUITY	\$ 176,003.80

Monday, Jun 20, 2022 12:49:41 PM GMT-7 - Accrual Basis

82 Northern New England
: vs. Actuals: FY21-22 - FY22 P&L Classes
June 2021 - May 2022

	Admin			Annual Mtg			Certification Series		
	Actual	Budget	over Budget	Actual	Budget	over Budget	Actual	Budget	over Budget
Income									
4100-00 Educational Income Registration fees			0.00	4,250.00	16,300.00	-12,050.00			0.00
4200-00 Dues Rebate from National	7,463.33	14,400.00	-6,936.67			0.00			0.00
4400-00 Interest Income	1.77	100.00	-98.23			0.00			0.00
4500-00 Sponsorships-General			0.00	4,650.00	3,000.00	1,650.00			0.00
4501-00 Sponsorships-Annual Corporate	35,239.54	29,967.00	5,272.54			0.00			0.00
Total Income	\$ 42,704.64	\$ 44,467.00	-\$ 1,762.36	\$ 8,900.00	\$ 19,300.00	-\$ 10,400.00	\$ 0.00	\$ 0.00	\$ 0.00
Gross Profit	\$ 42,704.64	\$ 44,467.00	-\$ 1,762.36	\$ 8,900.00	\$ 19,300.00	-\$ 10,400.00	\$ 0.00	\$ 0.00	\$ 0.00
Expenses									
5100-00 BOD -Travel Region 1		2,800.00	-2,800.00			0.00			0.00
5100-02 BOD - Travel LTC	4,527.58	7,150.00	-2,622.42			0.00			0.00
5100-03 BOD - Travel Annual Conference	2,978.81	5,600.00	-2,621.19			0.00			0.00
5100-04 BOD - Meetings	429.03		429.03			0.00			0.00
5200-00 Education-Speakers & Travel			0.00		1,950.00	-1,950.00		500.00	-500.00
5210-00 Education-Facilities & Food			0.00	6,340.62	8,775.00	-2,434.38			0.00
5220-00 Education-Materials	879.86		879.86			0.00			0.00
5300-00 Newsletter Expense	2,386.71	2,000.00	386.71			0.00			0.00
5400-00 Membership Recognition	151.35	500.00	-348.65			0.00			0.00
5500-00 Scholarship Grants Distribution	1,500.00	6,000.00	-4,500.00			0.00			0.00
5600-00 Information Technology	1,188.00	1,200.00	-12.00			0.00			0.00
5600-01 Cvent Fees		3,326.00	-3,326.00			0.00			0.00
5600-02 Website Support & Maintenance		2,314.00	-2,314.00			0.00			0.00
Total 5600-00 Information Technology	\$ 1,188.00	\$ 6,840.00	-\$ 5,652.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
6100-00 Bank Charges & Fees	1,450.50	3,000.00	-1,549.50	283.72		283.72			0.00
6200-00 Bad Debt Expense		500.00	-500.00			0.00			0.00
6300-00 Accounting Services	170.25	350.00	-179.75			0.00			0.00
6400-00 Administrative Support Services	2,555.00	17,500.00	-14,945.00			0.00			0.00
6500-00 Membership Survey Fees	674.76	675.00	-0.24			0.00			0.00
6600-00 Insurance	1,481.95	1,560.00	-78.05			0.00			0.00
Uncategorized Expense		770.00	-770.00			0.00			0.00
Total Expenses	\$ 20,373.80	\$ 55,245.00	-\$ 34,871.20	\$ 6,624.34	\$ 10,725.00	-\$ 4,100.66	\$ 0.00	\$ 500.00	-\$ 500.00
Net Operating Income	\$ 22,330.84	-\$ 10,778.00	\$ 33,108.84	\$ 2,275.66	\$ 8,575.00	-\$ 6,299.34	\$ 0.00	-\$ 500.00	\$ 500.00
Net Income	\$ 22,330.84	-\$ 10,778.00	\$ 33,108.84	\$ 2,275.66	\$ 8,575.00	-\$ 6,299.34	\$ 0.00	-\$ 500.00	\$ 500.00

82 Northern New England
Actuals vs. Actuals: FY21-22 - FY22 P&L Classes
June 2021 - May 2022

	Excel Series			FQHC Series			Reimbursement Series		
	Actual	Budget	over Budget	Actual	Budget	over Budget	Actual	Budget	over Budget
Income									
4100-00 Educational Income Registration fees	5,950.00	7,800.00	-1,850.00	355.00	7,825.00	-7,470.00	45.00	180.00	-135.00
4200-00 Dues Rebate from National			0.00			0.00			0.00
4400-00 Interest Income			0.00			0.00			0.00
4500-00 Sponsorships-General			0.00	3,000.00		3,000.00			0.00
4501-00 Sponsorships-Annual Corporate			0.00			0.00			0.00
Total Income	\$ 5,950.00	\$ 7,800.00	-\$ 1,850.00	\$ 3,355.00	\$ 7,825.00	-\$ 4,470.00	\$ 45.00	\$ 180.00	-\$ 135.00
Gross Profit	\$ 5,950.00	\$ 7,800.00	-\$ 1,850.00	\$ 3,355.00	\$ 7,825.00	-\$ 4,470.00	\$ 45.00	\$ 180.00	-\$ 135.00
Expenses									
5100-00 BOD -Travel Region 1			0.00			0.00			0.00
5100-02 BOD - Travel LTC			0.00			0.00			0.00
5100-03 BOD - Travel Annual Conference			0.00			0.00			0.00
5100-04 BOD - Meetings			0.00			0.00			0.00
5200-00 Education-Speakers & Travel	9,525.00		9,525.00		1,050.00	-1,050.00			0.00
5210-00 Education-Facilities & Food		4,800.00	-4,800.00		4,550.00	-4,550.00			0.00
5220-00 Education-Materials			0.00			0.00			0.00
5300-00 Newsletter Expense			0.00			0.00			0.00
5400-00 Membership Recognition			0.00			0.00			0.00
5500-00 Scholarship Grants Distribution			0.00			0.00			0.00
5600-00 Information Technology			0.00			0.00			0.00
5600-01 Cvent Fees			0.00			0.00			0.00
5600-02 Website Support & Maintenance			0.00			0.00			0.00
Total 5600-00 Information Technology	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
6100-00 Bank Charges & Fees	190.75		190.75	9.75		9.75	1.73		1.73
6200-00 Bad Debt Expense			0.00			0.00			0.00
6300-00 Accounting Services			0.00			0.00			0.00
6400-00 Administrative Support Services			0.00			0.00			0.00
6500-00 Membership Survey Fees			0.00			0.00			0.00
6600-00 Insurance			0.00			0.00			0.00
Uncategorized Expense			0.00			0.00			0.00
Total Expenses	\$ 9,715.75	\$ 4,800.00	\$ 4,915.75	\$ 9.75	\$ 5,600.00	-\$ 5,590.25	\$ 1.73	\$ 0.00	\$ 1.73
Net Operating Income	-\$ 3,765.75	\$ 3,000.00	-\$ 6,765.75	\$ 3,345.25	\$ 2,225.00	\$ 1,120.25	\$ 43.27	\$ 180.00	-\$ 136.73
Net Income	-\$ 3,765.75	\$ 3,000.00	-\$ 6,765.75	\$ 3,345.25	\$ 2,225.00	\$ 1,120.25	\$ 43.27	\$ 180.00	-\$ 136.73

82 Northern New England
Actual vs. Actuals: FY21-22 - FY22 P&L Classes
June 2021 - May 2022

	Rev Cycle Series			Social Networking			Not Specified			TOTAL			% of Budget
	Actual	Budget	over Budget	Actual	Budget	over Budget	Actual	Budget	over Budget	Actual	Budget	over Budget	
Income													
4100-00 Educational Income Registration fees	190.00	180.00	10.00			0.00		240.00	-240.00	10,790.00	32,525.00	-21,735.00	33.17%
4200-00 Dues Rebate from National			0.00			0.00			0.00	7,463.33	14,400.00	-6,936.67	51.83%
4400-00 Interest Income			0.00			0.00			0.00	1.77	100.00	-98.23	1.77%
4500-00 Sponsorships-General			0.00	480.00	2,500.00	-2,020.00			0.00	8,130.00	5,500.00	2,630.00	147.82%
4501-00 Sponsorships-Annual Corporate			0.00			0.00			0.00	35,239.54	29,967.00	5,272.54	117.59%
Total Income	\$ 190.00	\$ 180.00	\$ 10.00	\$ 480.00	\$ 2,500.00	-\$ 2,020.00	\$ 0.00	\$ 240.00	-\$ 240.00	\$ 61,624.64	\$ 82,492.00	-\$ 20,867.36	74.70%
Gross Profit	\$ 190.00	\$ 180.00	\$ 10.00	\$ 480.00	\$ 2,500.00	-\$ 2,020.00	\$ 0.00	\$ 240.00	-\$ 240.00	\$ 61,624.64	\$ 82,492.00	-\$ 20,867.36	74.70%
Expenses													
5100-00 BOD -Travel Region 1			0.00			0.00			0.00	0.00	2,800.00	-2,800.00	0.00%
5100-02 BOD - Travel LTC			0.00			0.00			0.00	4,527.58	7,150.00	-2,622.42	63.32%
5100-03 BOD - Travel Annual Conference			0.00			0.00			0.00	2,978.81	5,600.00	-2,621.19	53.19%
5100-04 BOD - Meetings			0.00			0.00			0.00	429.03	0.00	429.03	
5200-00 Education-Speakers & Travel			0.00			0.00			0.00	9,525.00	3,500.00	6,025.00	272.14%
5210-00 Education-Facilities & Food			0.00	200.00	2,500.00	-2,300.00			0.00	6,540.62	20,625.00	-14,084.38	31.71%
5220-00 Education-Materials			0.00			0.00			0.00	879.86	0.00	879.86	
5300-00 Newsletter Expense			0.00			0.00			0.00	2,386.71	2,000.00	386.71	119.34%
5400-00 Membership Recognition			0.00			0.00			0.00	151.35	500.00	-348.65	30.27%
5500-00 Scholarship Grants Distribution			0.00			0.00			0.00	1,500.00	6,000.00	-4,500.00	25.00%
5600-00 Information Technology			0.00			0.00			0.00	1,188.00	1,200.00	-12.00	99.00%
5600-01 Cvent Fees			0.00			0.00			0.00	0.00	3,326.00	-3,326.00	0.00%
5600-02 Website Support & Maintenance			0.00			0.00			0.00	0.00	2,314.00	-2,314.00	0.00%
Total 5600-00 Information Technology	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,188.00	\$ 6,840.00	-\$ 5,652.00	17.37%
6100-00 Bank Charges & Fees	5.46		5.46	13.92		13.92			0.00	1,955.83	3,000.00	-1,044.17	65.19%
6200-00 Bad Debt Expense			0.00			0.00			0.00	0.00	500.00	-500.00	0.00%
6300-00 Accounting Services			0.00			0.00			0.00	170.25	350.00	-179.75	48.64%
6400-00 Administrative Support Services			0.00			0.00			0.00	2,555.00	17,500.00	-14,945.00	14.60%
6500-00 Membership Survey Fees			0.00			0.00			0.00	674.76	675.00	-0.24	99.96%
6600-00 Insurance			0.00			0.00			0.00	1,481.95	1,560.00	-78.05	95.00%
Uncategorized Expense			0.00			0.00			0.00	0.00	770.00	-770.00	0.00%
Total Expenses	\$ 5.46	\$ 0.00	\$ 5.46	\$ 213.92	\$ 2,500.00	-\$ 2,286.08	\$ 0.00	\$ 0.00	\$ 0.00	\$ 36,944.75	\$ 79,370.00	-\$ 42,425.25	46.55%
Net Operating Income	\$ 184.54	\$ 180.00	\$ 4.54	\$ 266.08	\$ 0.00	\$ 266.08	\$ 0.00	\$ 240.00	-\$ 240.00	\$ 24,679.89	\$ 3,122.00	\$ 21,557.89	790.52%
Net Income	\$ 184.54	\$ 180.00	\$ 4.54	\$ 266.08	\$ 0.00	\$ 266.08	\$ 0.00	\$ 240.00	-\$ 240.00	\$ 24,679.89	\$ 3,122.00	\$ 21,557.89	790.52%

82 Northern New England

1010-00 BHBT_5103 checking, Period Ending 05/31/2022

6-20-22

RECONCILIATION REPORT

Reconciled on: 06/20/2022

Reconciled by: Michelle Smith_FY22 Treasurer

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance	170,949.86
Checks and payments cleared (6)	-10,048.80
Deposits and other credits cleared (6)	8,072.50
Statement ending balance	168,973.56
Uncleared transactions as of 05/31/2022	-1,060.53
Register balance as of 05/31/2022	167,913.03

Details

Checks and payments cleared (6)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/05/2022	Check	1064	Zachary Colby	-1,946.10
05/11/2022	Check	1065	Advertising Works, INC	-576.00
05/12/2022	Check	1067	Erin Cutter	-1,757.05
05/17/2022	Check	1068	Jeff Walla	-354.00
05/18/2022	Check	1069	Italian Heritage Center	-4,986.62
05/19/2022	Check	1070	UNUM Catering	-429.03
Total				-10,048.80

Deposits and other credits cleared (6)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/31/2022	Journal	16-CVENT for March 22		2,899.60
04/30/2022	Journal	17-CVENT Apr 22		4,422.90
05/03/2022	Deposit		Maine Health	50.00
05/13/2022	Transfer			500.00
05/19/2022	Deposit			125.00
05/19/2022	Deposit			75.00
Total				8,072.50

Additional Information

Uncleared checks and payments as of 05/31/2022

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/15/2022	Check	1056	SYNTELLIS PERFORMANCE...	-1,750.00
05/12/2022	Check	1066	University of New Hampshire	-500.00
Total				-2,250.00

Uncleared deposits and other credits as of 05/31/2022

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/31/2022	Journal	18-CVENT May 22		1,189.47
Total				1,189.47



FROM	THROUGH	PAGE
5/02/22	5/31/22	1 of 3

For your convenience our
Customer Service Center is available
Monday - Friday: 7:00 am - 5:00 pm
Saturday: 8:00 am - 12:00 pm
Call us at 888-853-7100

14712 1 AV 0.426

HFMA: NORTHERN NEW ENGLAND CHAPTER
10 WAYMAN LANE
BAR HARBOR ME 04609-1625



Automated Phone Banking:
888-638-1950

www.barharbor.bank



SUMMARY OF ACCOUNTS

Account Number	Account Title	Current Balance
XXXXXX5103	Non Profit	168,973.56

CHECKING ACCOUNT

Non Profit		Number of Enclosures	6
Account Number	XXXXXX5103	Statement Dates	5/02/22 thru 5/31/22
Previous Balance	170,949.86	Days in the statement period	30
6 Deposits/Credits	8,072.50	Average Ledger	170,354.14
6 Checks/Debits	10,048.80	Average Collected	170,354.14
Service Charge	.00		
Interest Paid	.00		
Current Balance	168,973.56		

	Total For This Period	Total Year-to-Date
Total Overdraft Fees	\$.00	\$.00
Total Returned Item Fees	\$.00	\$.00

Activity in Date Order

Date	Description	Credit	Debit	Balance
5/02	PAYMENTS CVENT INC CROWD CCD 1541954458	2,899.60 ✓		173,849.46
5/03	Deposit	50.00 ✓		173,899.46
5/10	Check 1064		1,946.10-	171,953.36
5/13	Transfer from x5145 to x5103	500.00 ✓		172,453.36
5/18	Check 1068		354.00-	172,099.36
5/19	Deposit	75.00 ✓		172,174.36
5/19	Deposit	125.00 ✓		172,299.36
5/19	Check 1067		1,757.05-	170,542.31
5/20	Check 1065		576.00-	169,966.31
5/23	Check 1069		4,986.62-	164,979.69
5/31	PAYMENTS CVENT INC CROWD CCD 1541954458	4,422.90 ✓		169,402.59
5/31	Check 1070		429.03-	168,973.56



PO Box 1089
Ellsworth, ME 04605-1089

14712

Statement of Account
Account Number: XXXXXX5103



FROM	THROUGH	PAGE
5/02/22	5/31/22	2 of 3

Non Profit

XXXXXX5103 (Continued)

--- CHECKS IN NUMBER ORDER ---

Date	Check No	Amount	Date	Check No	Amount
5/10	1064	1,946.10	5/18	1068	354.00
5/20	1065	576.00	5/23	1069	4,986.62
5/19	1067*	1,757.05	5/31	1070	429.03

* Denotes missing check numbers

* * * E N D O F S T A T E M E N T * * *



PO Box 1089
Ellsworth, ME 04605-1089

Statement of Account
Account Number: XXXXXX5103



FROM	THROUGH	PAGE
5/02/22	5/31/22	3 of 3

1064
NPA: NORTHERN NEW ENGLAND CHAPTER
DATE: 5-10-22
PAY TO THE ORDER OF: Zachary Cady
FOR \$1,946.10
FOR: [Signature]
MICHELLE S. [Signature]

Ck# 1064 Date 05/10/22 Amt \$1,946.10

1065
NPA: NORTHERN NEW ENGLAND CHAPTER
DATE: 5-11-22
PAY TO THE ORDER OF: [Signature]
FOR \$576.00
FOR: [Signature]
MICHELLE S. [Signature]

Ck# 1065 Date 05/20/22 Amt \$576.00

1067
NPA: NORTHERN NEW ENGLAND CHAPTER
DATE: 5-12-22
PAY TO THE ORDER OF: Pain Cutters
FOR \$1,757.05
FOR: [Signature]
MICHELLE S. [Signature]

Ck# 1067 Date 05/19/22 Amt \$1,757.05

1068
NPA: NORTHERN NEW ENGLAND CHAPTER
DATE: 5-17-22
PAY TO THE ORDER OF: [Signature]
FOR \$354.00
FOR: [Signature]
MICHELLE S. [Signature]

Ck# 1068 Date 05/18/22 Amt \$354.00

1069
NPA: NORTHERN NEW ENGLAND CHAPTER
DATE: 5-18-22
PAY TO THE ORDER OF: [Signature]
FOR \$4,986.62
FOR: [Signature]
MICHELLE S. [Signature]

Ck# 1069 Date 05/23/22 Amt \$4,986.62

1070
NPA: NORTHERN NEW ENGLAND CHAPTER
DATE: 5-19-22
PAY TO THE ORDER OF: [Signature]
FOR \$429.03
FOR: [Signature]
MICHELLE S. [Signature]

Ck# 1070 Date 05/31/22 Amt \$429.03

82 Northern New England

1025-00 BHBT_5145 scholarship fund, Period Ending 05/31/2022

RECONCILIATION REPORT

Reconciled on: 06/20/2022

Reconciled by: Michelle Smith_FY22 Treasurer

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance	8,590.70
Interest earned	0.07
Checks and payments cleared (1)	-500.00
Deposits and other credits cleared (0)	0.00
Statement ending balance	8,090.77
Register balance as of 05/31/2022	8,090.77

Details

Checks and payments cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/13/2022	Transfer			-500.00
Total				-500.00

MS
6-20-22



PO Box 1089
Ellsworth, ME 04605-1089

Statement of Account
Account Number: XXXXXX5145

14441



FROM	THROUGH	PAGE
5/02/22	5/31/22	1 of 1

For your convenience our
Customer Service Center is available
Monday - Friday: 7:00 am - 5:00 pm
Saturday: 8:00 am - 12:00 pm
Call us at 888-853-7100

14441 1 AV 0.426

HFMA: NORTHERN NEW ENGLAND CHAPTER
10 WAYMAN LANE
BAR HARBOR ME 04609-1625



Automated Phone Banking:
888-638-1950

www.barharbor.bank



SUMMARY OF ACCOUNTS

Account Number	Account Title	Current Balance
XXXXXX5145	Money Market	8,090.77

CHECKING ACCOUNT

Money Market		Number of Enclosures	0
Account Number	XXXXXX5145	Statement Dates	5/02/22 thru 5/31/22
Previous Balance	8,590.70	Days in the statement period	30
Deposits/Credits	.00	Average Ledger	8,274.03
1 Checks/Debits	500.00	Average Collected	8,274.03
Service Charge	.00	Interest Earned	.07
Interest Paid	.07	Annual Percentage Yield Earned	0.01%
Current Balance	8,090.77	2022 Interest Paid	.35

	Total For This Period	Total Year-to-Date
Total Overdraft Fees	\$.00	\$.00
Total Returned Item Fees	\$.00	\$.00

Activity in Date Order

Date	Description	Credit	Debit	Balance
5/13	Transfer from x5145 to x5103		500.00-	8,090.70
5/31	Interest Deposit	.07		8,090.77

Interest Rate Summary
Date Rate
5/01 0.010000%

* * * E N D O F S T A T E M E N T * * *

NNE HFMA
Board Report Education Committee
6/21/22

1.	Last Education committee meeting for this year was held on 5.9.22 (the Education Planning session – see notes attached). Committee call scheduled for 6/22/22.			
2.	HFMA national has continued to evolve and has been good.			
3.	Updates of various committees			Committee Co-Chair Assigned to Subgroup
		Virtual programming		
		-	Revenue Cycle Series	David Kennedy
		-	Cost Reporting Workshops	David Kennedy
		-	Legislative update – Fall and Spring	Jeff Walla
		In Person programming		
		-	Annual Meeting and Conference – March 2023 Topics – Accounting/Financial/Tax, Leadership, BI/Predictive Analytics	Jeff Walla
		-	Reimbursement with cost report breakout. Target early Fall (September) given the greater likelihood of strong attendance before the predominate 9/30 year end close	David Kennedy

NNE HFMA Chapter
Education Planning Meeting - Notes
May 9, 2022
Zoom Meeting

1. Welcome and Introductions – See below attendee list for meeting

	Name	Employer	Email Address	5/9/2022 call attendance
1	Jeff Walla	BerryDunn	jwalla@berrydunn.com	x
2	David Kennedy	Northern Light	dkennedy@northernlight.org	x
3	Denis Houle	BNN	dhoule@bnn CPA.com	
4	Amy Vaughan	UVM Health	amy.vaughan@uvmhealth.org	
5	Zac Colby	North Country Healthcare	zachary.colby@northcountryhealth.org	x
6	Eric Walker	Centene	ericwalkercpa@gmail.com	x
7	Denny Roberge	BerryDunn	droberge@berrydunn.com	
8	Chris Mouradian	BerryDunn	cmouradian@berrydunn.com	x
9	Tom Jabro	Insta-Med	thomas.jabro@insta-med.com	
10	Erin Cutter	Concord Hospital	ecutter@crhc.org	x
11	Lynne Winter	UVM Health	lynne.winter@uvmhealth.org	
12	Gerri Provost	Southern Solution	gerri.provost@solutionhealth.org	x
13	Wade Gallon	Stroudwater	WGallon@stroudwater.com	x
14	Connie Ouellette	BerryDunn	couellette@berrydunn.com	x
15	Meaghan Huot	MaineHealth	mhuot@mmc.org	
16	Rob Gilbert	BNN	rgilbert@bnn CPA.com	x
17	Marcedas O'Toole	MaineHealth	mkotoole@mainehealth.org	x
18	Peggy Romano	Blue Sky	promano@bluesky-es.com	
19	Jenna Fusco	MaineHealth	fuscoj@mainehealth.org	x
20	Peter Smith	Independent Consulting	sylpeter@metrocast.com	
21	Laurie Melanson	YCCAC - Nassan Health Center	lamelanson@outlook.com	x

22	Robin Ingalls-Fitzgerald	Medical Reimbursement Specialists	robin@mrsnh.com	
23	Anne Fecto	Brattleboro Retreat	afecto@brattlebororetreat.org	x
24	Mark Bonica	UNH	mark.bonica@unh.edu	x
25	Jim Pacheco	Lawrence General Hospital	james.pacheco@lawrencegeneral.org	
26	Celeste Pitts	Weeks Medical Center	celeste.pitts@northcountryhealth.org	x
27	Kelly Beal	Martin's Point	kelly.beal@martinspoint.org	
28	Leslie Haddy	Androscoggin Valley Hospital	leslie.haddy@avnhn.org	
29	Michael Towle	UVM Health	michael.towle@uvhomehealth.org	
30	Abe Berman	UVM Health	abraham.berman@uvmhealth.org	
31	Joseph Wood	Covenant Health	jwood@covh.org	
32	Artem Maksutov	MDI Hospital	artem.maksutov@mdihospital.org	x
33	Stacy Dalton	Amoskeag Health	sdalton@amoskeaghealth.org	
34	Erika Carano	Huggins Hospital	ecarano@hugginshospital.org	
35	Sandra Pinette	IntelliHARTx LLC	sjpinette@comcast.net	
36	Greg Knight	BNN	gknight@bnncpa.com	x
37	Deb Dorain	BerryDunn	ddorain@berrydunn.com	x
38	Andrew Garami	Mt. Ascutney Hospital	andrew.garami@mahhc.org	
39	Thomas Morgan	MaineHealth	Thomas.Morgan@mainehealth.org	x
40	Regina Alexander	BerryDunn	ralexander@berrydunn.com	x
41	Barret Rhoads	North Country Health	barret.rhoads@northcountryhealth.org	x
42	Olga Gross-Balzano	BerryDunn	ogross-balzano@berrydunn.com	x
43	Nancy Pierce	Speare Memorial Hospital	npierce@spearehospital.com	x
44	Flora Pagan	Green Mountain Care Board	flora.pagan@vermont.gov	

2. Role of Education Committee – **Brief discussion**

- Regional representation and coordination
- Overall plan for education for members
- Desired outcomes from this meeting
 - Rough program calendar
 - Teams for education programming whether in person, virtual or hybrid
 - Assignment of co-chair for each program –
- Periodic committee calls
- Types of education

- In person – single location, multi-location (road show)
- Webinar – explore concept of a “series” or single topic
- Hybrid –
- Source of speakers or content
 - Speaker bureau
 - Survey of Education and Volunteerism

3. Chapter’s in-person meeting policy relative to COVID-19 – **Brief discussion**
4. Review Education and Volunteerism survey results – **Brief discussion**
5. Potential Programs – **Primary focus of meeting**

Program Name	In conjunction with?	Date(s)	Format In-Person or Virtual	Location (Physical, GoToMeeting or Zoom)	Event Sponsorships Offered? Corporate Sponsor Benefit (CSB) or Event Sponsorship (ES)	Resource for topics and speakers	Coordinator(s)
Reimbursement / Cost Report Break out		November / Fall / Consider weather / timing of year end	In-Person	TBD	ES		Lead: Greg Knight, David Kennedy Participants: Chris Mouradian, Olga, Deb Dorain, Connie Ouellette, Regina Alexander (Compliance perspective)

[illegible]

6. Speaker Bureau – Reviewers (*Celeste Pitts, Zac Colby, Erin Cutter and Marcy O’Toole*)
7. Lead Regional Representatives for all regions – expectations and call for volunteers
 - ***Volunteers in prior year***
 - ***Northern NH – Zac Colby***
 - ***Southern NH – Eric Walker***
 - ***Northern ME – Chelsea Desrosiers***
 - ***Southern ME – Marcy O’Toole***
 - ***Northern VT – Lynn Winter / Deb Dorain***
 - ***Southern VT – Anne Fecto / Regina Alexander***
8. Education Calendar
 - Unscheduled Chapter/Region activities
 - ✓ Quarterly Education Committee meetings – *6/22/22, 9/28/22, 12/14/22 and 3/22/23. All at 1 pm and these are all Wednesdays.*
 - ✓ Board meetings – Wade Gallon, Chapter President is polling the board regarding dates
9. Other Topics –
 - VAHHS Annual Meeting – TBD
 - NHHA Annual Meeting – TBD
 - MHA Small & Rural – TBD
 - MHA Summer Forum – virtual ***6/15-17***
10. Adjourn

CHAPTER SUCCESS PLAN

2022-2023

1. Chapter Success Plan Description

Choose three goals for your chapter to pursue in the 2022-23 chapter year surrounding the following three categories: Value, Engagement, and Innovation. You should create one goal in each of the three categories. Complete a narrative around each goal, explaining why the goal was chosen and how it will be measured. You will be asked to provide verbal updates on these goals during Regional calls throughout the year.

These categories align with the three categories to choose from when submitting applications for the 2022-23 Success Awards. As a reminder, you can submit one Chapter Success Award application overall (not one per category) so be thinking throughout the year which one you may want to submit for. Success Award applications are due March 1 each year and the Association will provide a submission link on the website.

2. Goal #1 - Value

*Describe why you chose the Value goal you did and how you plan to measure it throughout the year.
Value Goals could center around things like event surveys or enterprise communication.*

Goal: Increase communication with provider enterprise member leadership to ensure value of chapter membership is full realized.

Description: Provider enterprise members make up over 65% of total membership within the NNE HFMA chapter. Despite the significant number of enterprise members in the chapter, attendance at local chapter events and engagement in volunteer opportunities by members of provider enterprise members has remained low as a proportion of total membership. Because of this, it is important to partner with these members to better understand their educational content needs, promote and encourage volunteer engagement opportunities, and ensure the local chapter continues to provide the value desired by these organizations.

Objectives:

- 1) Host tailored meetings between provider enterprise members and NNE HFMA leadership – 9/1/22
- 2) Establish a consistent communication method with provider enterprise members and NNE HFMA leadership – 9/1/22

3. Goal #2 - Engagement

*Describe why you chose the Engagement goal you did and how you plan to measure it throughout the year.
Engagement goals could center around things like certification, succession planning, networking, passion, collaboration.*

Goal: Enhance volunteer engagement in the chapter through regular outreach and communication to chapter members around current “happenings”, greater transparency around leadership meetings and decisions, consistent communication around volunteer opportunities, better organization of chapter website, and more meaningful recognition of volunteers.

Description: Based on feedback from chapter leadership, and committee volunteers, there is opportunity to improve outreach to, and recognition of, volunteers within the chapter. Many members express challenges with understanding what opportunities exist within the chapter, how to engage in volunteer opportunities, and how chapter leadership operates. We chose this goal to help chapter members remain “in the know” about what is going on in the chapter and increase volunteerism to ensure the chapter maintains an adequate pipeline of volunteers to address future leadership needs.

Objectives:

- 1) Create a consistent communication with members to inform them of happenings in the chapter – 8/1/22
- 2) Prominently display chapter volunteer opportunities on the chapter website, along with descriptions of volunteer roles and estimated time commitments – 8/1/22
- 3) Work with Annual Meeting planning committee to incorporate an Awards Dinner to recognize local chapter volunteers – 7/1/22 – 5/31/23
- 4) At least annually, host a “chapter orientation” meeting with chapter leadership for new members and/or current members who have not historically participated in HFMA – 12/31/22

4. Goal #3 - Innovation

Describe why you chose the Innovation goal you did and how you plan to measure it throughout the year. Innovation goals could center around things like new programs at your chapter or a new approach to an old program.

Goal: Create educational content for non-finance roles in provider organizations (e.g., Healthcare Finance 101 for clinical service line managers)

Description: Based on feedback from provider members, it was determined that one way to grow engagement in HFMA is to create educational content that spans beyond the traditional target audience of finance professionals (e.g., financial planning, accounting, reimbursement, etc.). Though many healthcare professionals do not specialize in finance, a basic understanding of financial principles can be of great benefit to leaders in clinical and non-financial administrative roles.

Objectives:

- 1) Meet with key stakeholders at provider organizations to better understand what education would be useful – 10/31/22
- 2) Develop framework for educational session for “non-finance” professionals – 11/30/22
- 3) Host at least one educational session – 3/31/23

Northern New England Chapter

November 2021 – December 2022



Notes:

Results presented in this report represent survey responses throughout 2021.

This report contains accumulated data from all member types, and also breaks out results by 4 specific types:

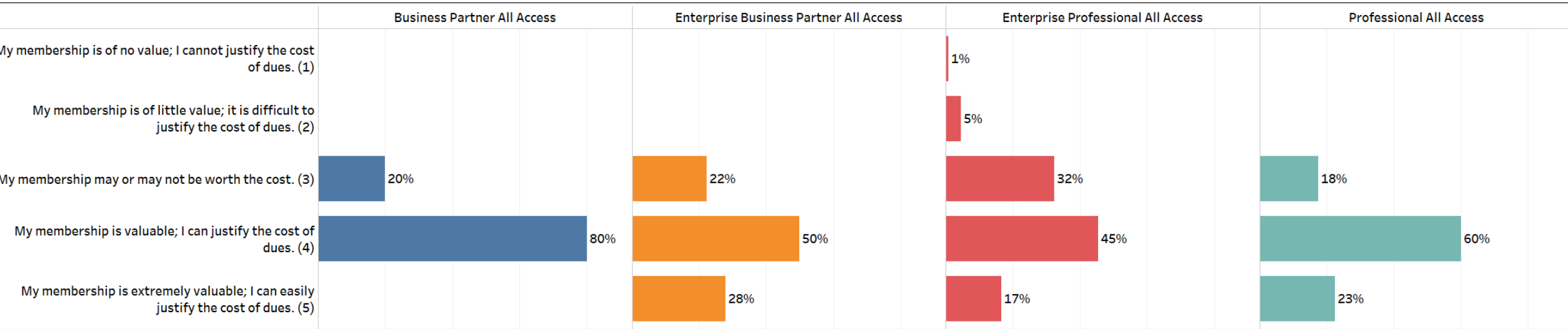
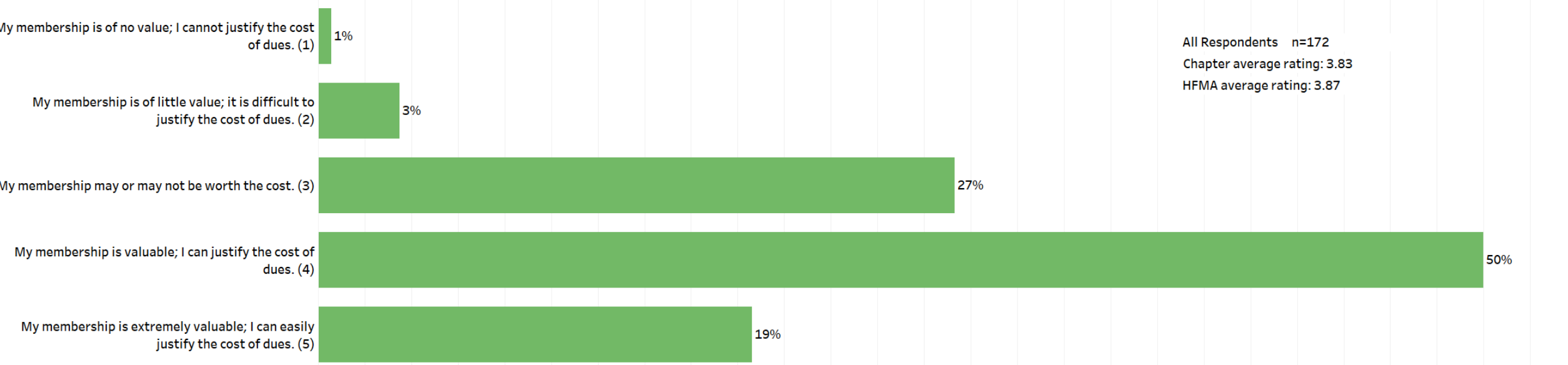
Enterprise Business Partner All Access (EBPAA)

Enterprise Professional All Access (EPAA)

Business Partner All Access (BPAA)

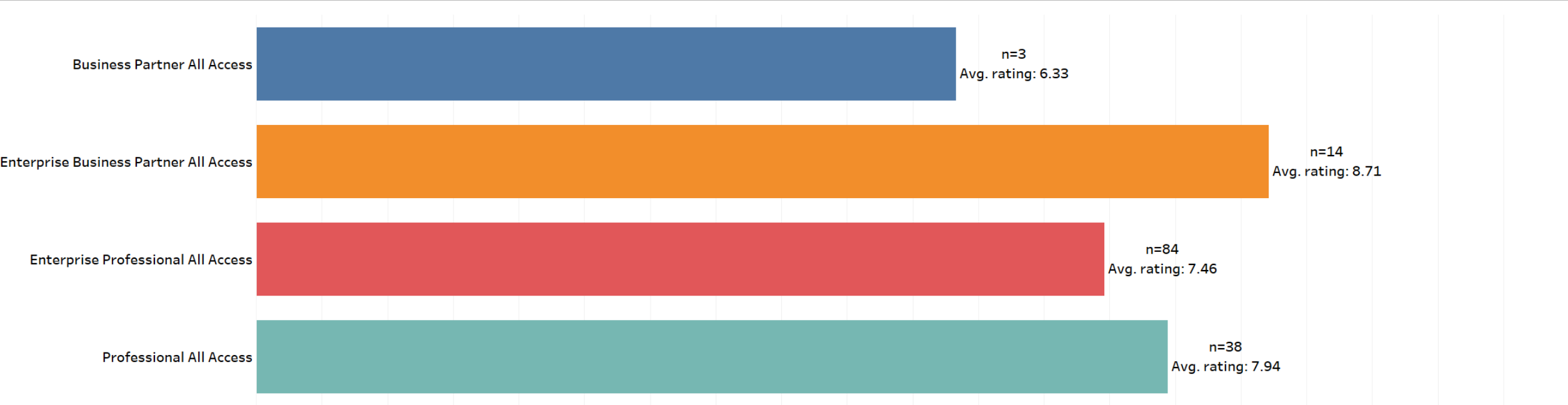
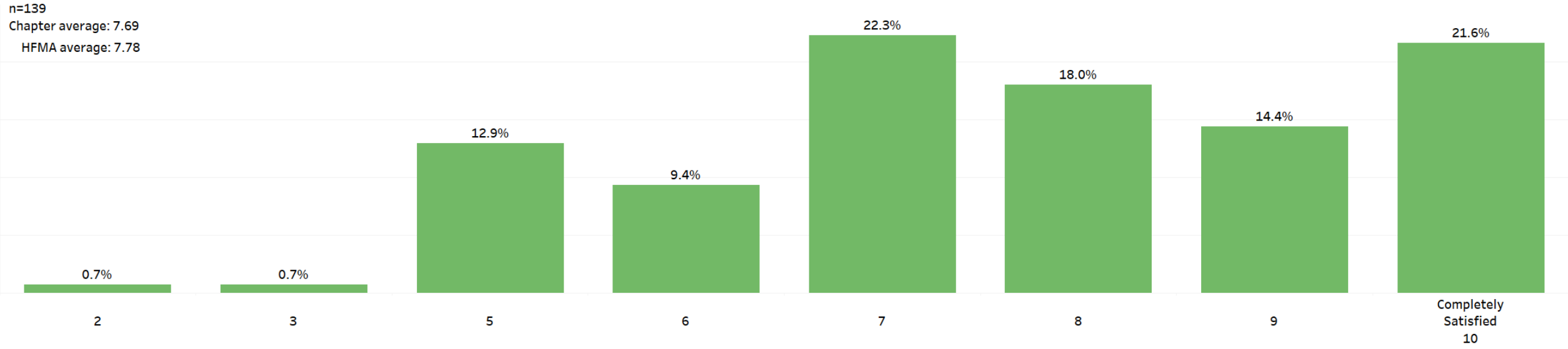
Professional All Access (PAA)

What best describes the value that your membership provides? (Northern New England Chapter)

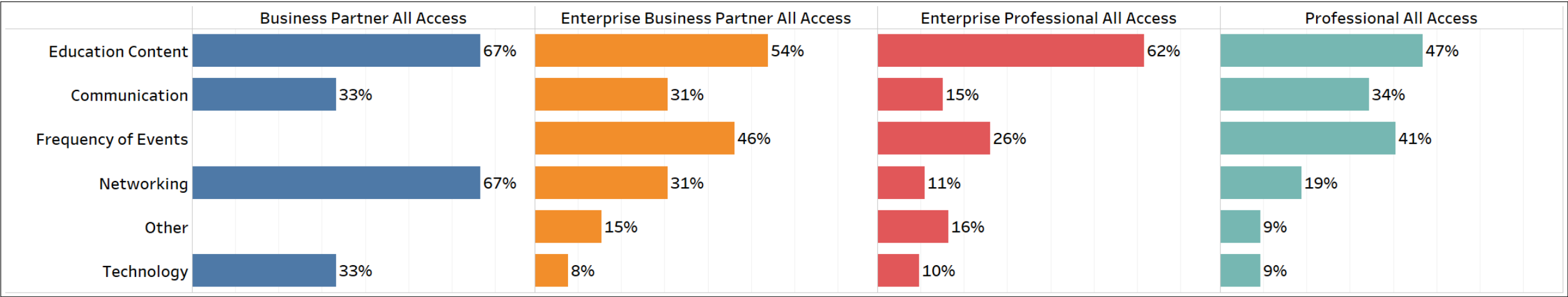
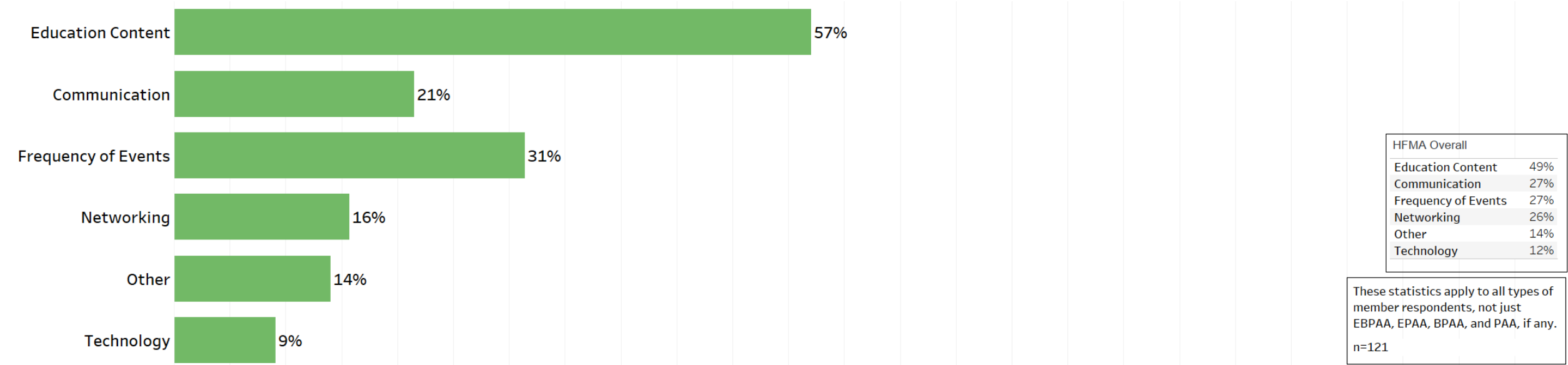


Business Partner All Access	Chapter average rating: 3.80	Enterprise Business Partner All Access	HFMA average rating: 3.90	Enterprise Professional All Access	n=5
	Chapter average rating: 4.06		HFMA average rating: 3.91		n=18
	Chapter average rating: 3.72		HFMA average rating: 3.82		n=108
	Chapter average rating: 4.05		HFMA average rating: 3.91		n=40

How would you rate your overall satisfaction with your HFMA chapter? (Northern New England Chapter)



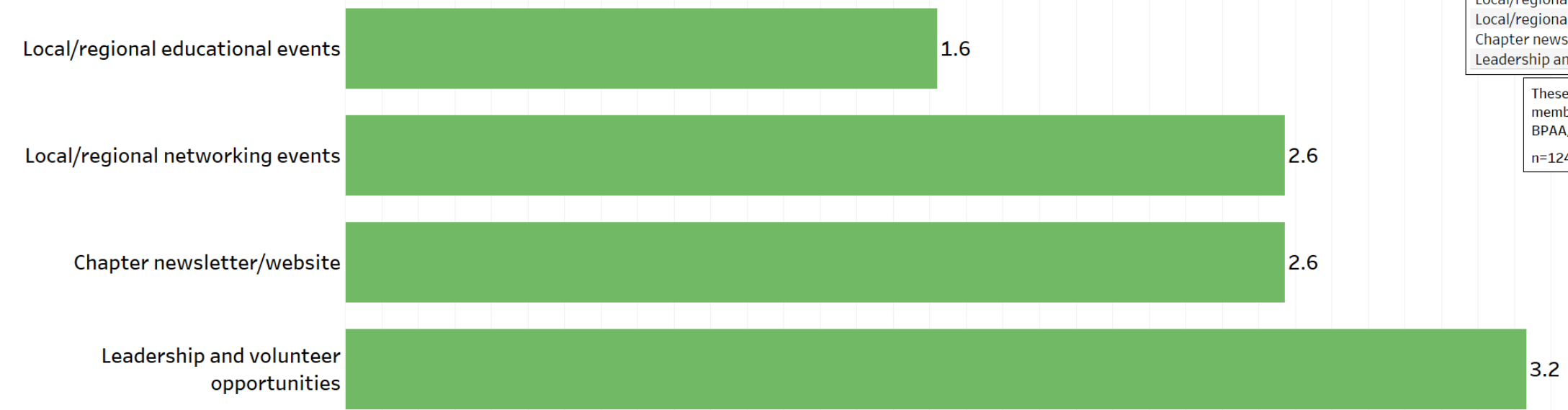
What can **your chapter** do to **improve** for you? Please select all that apply. (Northern New England Chapter)



Business Partner All Access	n=5
Enterprise Business Partner All Access	n=16
Enterprise Professional All Access	n=91
Professional All Access	n=38

Percentages add up to more than 100%, because respondents were asked to select all that apply. Each respondent may have provided multiple answers.

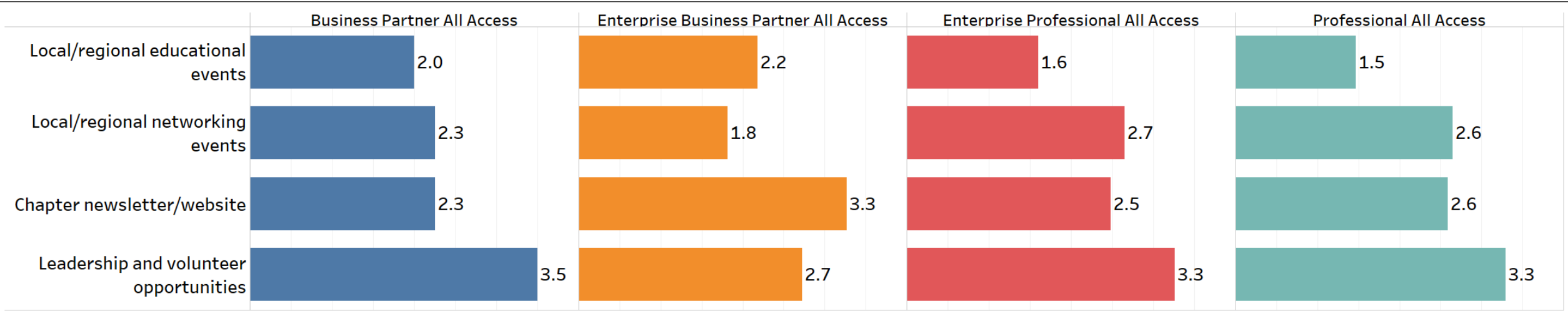
Please rank the value of each of the following aspects of chapter membership only. :: Lower Numbers = Higher Rank (Northern New England Chapter)



HFMA Rankings

Local/regional educational events	1.7
Local/regional networking events	2.5
Chapter newsletter/website	2.7
Leadership and volunteer opportunities	3.1

These statistics apply to all types of member respondents, not just BPAA, EBPAA, EPAA, and PAA.
n=124



Business Partner All Access	n=4
Enterprise Business Partner All Access	n=11
Enterprise Professional All Access	n=75
Professional All Access	n=34

What would you like your chapter leaders to know that would benefit them? (Northern New England Chapter)
(Enterprise Business Partner All Access Member Category)

Great chapter leadership and efforts to meet member needs

Make it standard where the certificate holds a value in your work compensation once certify

What would you like your chapter leaders to know that would benefit them? (Northern New England Chapter)
(Enterprise Professional All Access Member Category)

All good

Although COVID-19 has been an extreme challenge for gathering in person, we do/should at minimum incorporate technology such at MS Teams or Zoom to have visual opportunities to connected and network.

EDUCATIONAL OPPORTUNITIES

Good job switching to online events.

Great content. Like a lot of people, it is hard for me to carve out the time to access and digest the material due to all other responsibilities. Short, easy to digest materials, delivered to my inbox are what I am getting the most benefit from today.

Helpful observation ; option for further help / tutor/ explain action when we are doing the self guided learning modules and could use more help with some concepts

HFMA is a great organization. NLH has enterprise membership now which allows more staff to participate. If Maine chapter has been doing virtual sessions, I don't think I've been getting invites. Thanks!

I am sure it is a helpful tool, but right now I can't get involved. Working on my position to better myself.

I believe the organization as a whole is great and fits my needs at this time.

I don't have any thoughts on this right now.

I really appreciate the focus on education. Especially for newer members of a healthcare team.

I think promoting HFMA chapter benefits and educational events would be beneficial

I've not had a chance to take advantage of my subscription as yet.

What would you like your chapter leaders to know that would benefit them? (Northern New England Chapter)
(Enterprise Professional All Access Member Category)

information is great just not enough hours in a day to take it all in

Just want to let you know that unfortunately I have not been able to utilize HFMA so I really can not voice an opinion.

Look at the number of members that are corporate members - if significant consider targeted learning for the location and/or other niche members

More direction for courses

more educational opportunities

No complaints from my perspective.

Overall, membership exceeds the norm. Thank you.

Since we combined with other chapters, can we host more virtual and in-person conferences at the same time. Similar to what was done at ANI

Thank you for all you do! I know many of you are working long hours!

Thank you for the continued efforts as we work through our merger!

The Excel courses that I'm taking seem to move very quickly - I know I can go back and watch but I was getting a little frustrated trying to follow along -

There is a lot of great information available, although guidance on good ways to engage in the membership would be helpful since all of my time could be dedicated to HFMA and still not achieve all the benefits.

They are doing a wonderful job! Communication is great as well.

What would you like your chapter leaders to know that would benefit them? (Northern New England Chapter)
(Enterprise Professional All Access Member Category)

We have a strong local chapter. it seems like the number of relevant educational offerings has decreased over he past couple of years.

We have limited budget for education and travel. I focus primarily on reporting and analytics, but I haven't seen many sessions on reporting and analytics

You're doing great

What would you like your chapter leaders to know that would benefit them? (Northern New England Chapter) (Professional All Access Member Category)

Having local information - based on the unique state(s) requirements - is extremely valuable. With so many new faces in the finance sector, and the changing healthcare environment, it is wonderful to have experienced leaders helping navigate the complexities. The opportunity to hear the legislative update is especially appreciated.

I appreciate their engagement

It feels like no one really wants to be here but we're all doing it because we should.

It would be beneficial if the CPE could be downloaded immediately after the presentation.

My chapter leadership is very organized and knowledgeable. I would benefit from increased learning opportunities regarding self pay collections and billing.

Please provide content that is applicable to my education needs. I do not do cost reports or work at an FQHC. Updates;regulatory, audit, and accounting, reporting and dashboard trends, decision support/cost accounting trends and uses. Thank you.

Thank you for your commitment to providing quality education and thinking outside the box on the "how" during the last 20 months.

Merging the Maine and NH?VT chapters just makes sense.

Thanks for the continued hard work and dedication. You guys rock!

This group ROCKS!
I would like more direct educational/informational/news letter emails. I don't often go searching. Thank you for all you do.

Region Requirement: Annual Financial Review

Due Date: Aug. 1

Annually, each region conducts a financial review or audit to test and validate its fiscal integrity and operating guidelines.

Why this is important

- Ensures that the region's financial statements correctly reflect its activities for the year.
- Ensures that minimum financial review procedures are in place that test the region's receipts and disbursement transactions to the reconciled checking and savings account bank statements.
- Validates that transaction approval guidelines are in place and being observed.

Requirements/Reporting

- Each region is required to conduct an independent audit **or** the HFMA internal financial review by an individual or individuals possessing the appropriate financial experience and who are not involved in the region's bookkeeping activity.
- Prior to finalizing the IRS Form 990 that HFMA staff prepopulates for the region, download and provide electronic confirmation of the Region's Fiscal Year-End Financial Review Requirement form to HFMA via the online portal. The outgoing Region Treasurer and Region President must provide electronic confirmation of the Region Fiscal Year End Financial Review Requirement form.
- Regions that conduct the HFMA internal financial review must upload a copy of the completed Financial Review Program to HFMA by Aug. 1. The document must be uploaded to the online portal.
- If a region has an independent review performed, it must meet the minimum guidelines established in the HFMA financial review program (a financial statement review does not meet the minimum audit requirements).
- Regions that have an independent audit or financial review performed need only provide electronic confirmation (see page 3) acknowledging the financial review and upload any information pertinent to support the audit.
- The region's board of directors should review the results of the annual financial review or audit.
- Whether the region conducts an independent audit or uses the HFMA internal financial review, the region is responsible for keeping a copy of the audit or review and supporting work papers permanently on file.

Items to consider

- Identify an individual or individuals with the appropriate financial experience to conduct an operational audit review and **who are not involved in the region's bookkeeping activity**.

- HFMA's Liability Insurance and Directors Insurance policy covers all region volunteers while they are carrying out the business of the region.
- The financial review covers the period of the fiscal year immediately ended.
- Encourage region leaders to submit revenue/expense information before the close of the fiscal year.

Resources

- The [*HFMA Financial, Tax, and Insurance Management Guide*](#) is available under the [Finance Operations](#) section of the [Chapter Leaders Resources](#) website.
- Guidelines for record retention are listed in the [*HFMA Financial, Tax, and Insurance Management Guide*](#).
- The [*Corporate Sponsor Guide*](#) is available in the [Chapter Leaders Resources](#) website.
- Contact accounting@hfma.org

MUST BE SUBMITTED electronically

Confirmation of Region Fiscal Year End Financial Review Requirement

This form is to certify the region completed the financial review.

I hereby certify that the above-indicated Region of the Healthcare Financial Management Association has completed.

☐ an independent audit or financial review for the current fiscal year that meets the minimum financial review requirements as identified in the Davis Management System charter requirement.

OR

☐ has completed the Financial Review Program that meets the minimum financial review requirements as identified in the Davis Management System charter requirement, for a five-month period in the current fiscal year.

I also understand that the independent audit or the Financial Review Program and all supporting documentation must be kept on file as a permanent record and accurately support the financial information disclosed in the region's annual 990 Information Return which has been submitted to the Healthcare Financial Management Association office (under separate cover) for inclusion in the HFMA Region group return for the current fiscal year ending May 31.

I hereby certify that I, the Region Treasurer, have been authorized to sign this authorization and submit same to you. I hereby declare that the Financial Review programs have been completed in their entirety and the results have been communicated to the region Audit & Finance Committee and the Region Board, and that this authorization (including any accompanying schedules and statements) have been examined by me and to the best of my knowledge and belief is true, correct, and complete and made in good faith for the fiscal year submitted.

Healthcare Financial Management Association
Region Financial Review

Annual Financial Review Requirement

- Consist of Five (5) months in the current fiscal period.
 1. June
 2. May
 3. Additional 3 months from July to April of current fiscal period
- Submit all Financial Review documents to HFMA electrically.

Healthcare Financial Management Association Region Financial Review

Review of Internal Controls Internal Controls Questionnaire

The following questions are to be directed to the HFMA region treasurer and/or administrative support staff (volunteer):

A. Cash Receipts and Collection Procedures

1.	Who is responsible for oversight of region receipts (cash, checks& credit card payments)?	☐ Treasurer ☐ Paid Administrator ☐ Other, please specify:
2.	Are cash receipts in the form of currency received at region events verified by a second region volunteer?	☐ Yes ☐ No If no, please comment:
3.	Who is responsible for making deposits to the region bank accounts?	☐ Treasurer ☐ Paid Administrator ☐ Other, please specify:
4.	Are all receipts in the form of currency deposited intact? If not, what procedures are in place to assure proper financial recording of the items that make up the net deposit?	☐ Yes ☐ No If no, please comment:
5.	Who maintains the region's record of receipts?	☐ Treasurer ☐ Paid Administrator ☐ Other, please specify:
6.	Who prepares the region's bank account reconciliations? Are they reviewed and approved by <u>the Region President</u> or another Board member not directly involved with the bank accounts. It is recommended that the bank mail a separate copy of the monthly account statements directly to the region president. Please comment, How often are they reviewed?	☐ Treasurer ☐ Paid Administrator ☐ Other, please specify: ☐ Yes ☐ No If no, please comment: ☐ Monthly ☐ Quarterly ☐ Annually:
7.	Are the region's records of receipts reconciled / compared against the appropriate bank account statements?	☐ Yes ☐ No If no, please comment:

Comments:

Healthcare Financial Management Association Region Financial Review continued

B. CASH DISBURSEMENTS

1.	Who has responsibility for signing the region's checks and how many signatures are required? (i.e., two signatures for disbursements \$5,000 and over)? Please comment.	☐ Treasurer ☐ Paid Administrator ☐ Other, please specify:
2.	Are bills / invoices approved for payment and properly maintained on file? (What are the approval requirements)?	☐ Yes ☐ No If no, please specify: Please specify:
3.	Who is responsible for preparing checks and maintaining the paid bill voucher files?	☐ Yes ☐ No If no, please comment: Please document:
4.	If the region utilizes an HFMA Region credit card for business expenses, who is responsible for the payment processes? Does the region adhere to the HFMA Region Credit Card financial control guidelines? Refer to the HFMA Finance, Tax and Insurance Manual.	☐ Yes ☐ No If no, please comment: Please document:
5.	Are all bank accounts and credit card statements reconciled at least quarterly?	☐ Yes ☐ No If no, please comment:
6.	Are special or restricted funds accounted for? (e.g., designated scholarship funds)	☐ Yes ☐ No If no, please comment:
7.	Are financial statements (reports) provided to the Audit & Finance Committee and /or region Board at least quarterly?	☐ Yes ☐ No If no, please comment:
8.	If financial records are kept on a computer, what backups are being maintained? Are the backup files tested to ensure content viability? Maintained?	Please comment:
9.	What are your conclusions concerning the adequacy of internal controls for the region? Please comment on both strengths and vulnerabilities. Identify your recommendations for improvement. Record the results of your review and discuss with the Audit & Finance committee.	☐ Yes ☐ No If no, please comment:
10.	<u>Does this region have a separate Travel & Expense Reimbursement policy?</u>	Please comment on compliance.

Comments:

Healthcare Financial Management Association Region Financial Review continued

C. MANAGEMENT POLICY REVIEW – PROCESS OVERVIEW

1.	Records Retention & Destruction Policy. a.) Has this policy continued to be administered throughout the fiscal period?	☐ Yes ☐ No If no, please comment, Also documents all variances related to the policy guidelines in detail.
	b.) Document how the policy guidelines are being followed	Please comment. Also, document all variances related to the policy guidelines in detail.
	c.) Who has this responsibility been assigned to?	Please comment. Also, document all variances related to the policy guidelines in detail.
	d.) where are the region's records stored and are they maintained in a secured environment?	Please comment. Also, document all variances related to the policy guidelines in detail..
2.	Whistle Blower Policy. a.) Has this policy been implemented during the current fiscal period? b.) Document how the policy guidelines are being followed, i.e., c.) who has this responsibility been assigned to? d.) how has this policy been communicated to the region membership?	☐ Yes ☐ No If no, please comment. Also, document all variances related to the policy guidelines in detail.
3.	Conflict of interest Policy. a.) Has this policy been implemented during the current fiscal period? b.) Document how the policy guidelines are being followed, i.e., c.) Who has this responsibility been assigned to? d.) how has this policy been communicated to the region membership. e) Have all board members signed the Conflict-of-Interest Policy - examine all new BOD signed documents.	☐ Yes ☐ No If no, please comment. Also, document all variances related to the policy guidelines in detail.
4.	Travel & Expense Policy. Does this region have a formal travel & expense reimbursement policy? Does the region adhere to the HFMA Region credit card manual guidelines?	☐ Yes ☐ No If yes, please attach a copy.
5.	Region Financial Statements. Are the region's financial statements shared with its members?	☐ Yes ☐ No If yes, please describe how this is accomplished.
6.	Banking Fiduciary Processes. Does the region annually update bank account(s) signatory cards?	☐ Yes ☐ No If no, please describe how the region assures that all authorized signatories are correctly communicated to the bank.

Comments:

Healthcare Financial Management Association

Region Cash Receipts - Program One

Financial Review Objectives

		Completed by (initials)	Workpaper Reference
1.	Cash (payments), which should have been received, are, in fact, received.		
2.	All remittances (including cash) received are deposited promptly and recorded correctly.		
3.	The annual region rebate from HFMA National is properly accounted for.		
4.	The region accounting records for cash receipts agree with bank records of receipts.		

Financial Review Preparation

		Completed by (initials)	Workpaper Reference
1.	Review prior year financial reviews, audit reports and audit comments, paying particular attention to items on remittances/cash receipts.		
2.	Determine if any deficiencies noted have been addressed and resolved.		
3.	Interview appropriate individuals who receive, record and deposit region cash receipts.		
4.	Determine (if appropriate) how letters of credit are handled.		
5.	Review program income records.		

Steps to Achieve Review Objectives

		Completed by (initials)	Workpaper Reference
1.	Review the region cash record of receipts for unusual items, such as large amounts or entries not related to cash.		
2.	Compare remittance advices with the posting to cash receipts.		
3.	Test for the agreement of entries on region bank statements with the cash receipts amounts contained in the QuickBooks cash record of receipts.		
4.	Test the postings of cash/credit card receipts to the QuickBooks general ledger cash account if a subsidiary cash receipts journal is maintained (and accounts receivable detail records if appropriate). If no cash receipts journal is maintained, skip this step.		
5.	Test the recording of miscellaneous region receipts (such as sponsorship and advertising income transactions against agreements with the vendors).		

Comments:

Healthcare Financial Management Association Region Cash Disbursements - Program TWO

Financial Review Objectives

		Completed by (initials)	Workpaper Reference
1.	All disbursements are properly authorized.		
2.	The amount of the disbursement is proper (agrees to supporting documentation).		
3.	All approved disbursements are properly recorded in the region's accounting records (i.e., correct payee, amount, date and account distribution).		
4.	All disbursements are adequately supported by documentation and made for the purposes intended.		

Financial Review Preparation

		Completed by (initials)	Workpaper Reference
1.	Interview region personnel responsible for preparation, approval and recording of documentation for all cash disbursements.		
2.	Summarize in writing the detailed region procedures used in the disbursement of cash whether by actual cash (i.e., petty cash) or check.		
3.	Obtain copies of any forms which are used in the disbursement documentation process. Note: There may not be any forms in use.		

Steps to Achieve Review Objectives

		Completed by (initials)	Workpaper Reference
1.	Examine the cash disbursements records for unusual items transactions (i.e., duplicate or unusually large amounts, non-related payees).		
2.	Account for the numerical sequence of checks for a test period. Review/document all voided checks.		
3.	Test posting of cash disbursements from the QuickBooks cash disbursements journal (region checkbook) to the QuickBooks general ledger.		
4.	Test a sample of petty cash reimbursement vouchers for support and approval.		
5.	If the region utilizes credit cards for payment of expenses, vouch expenditures to the monthly statements, comment on expenditure support provided and approval process.		
6.	Test an appropriate sample of Board and volunteer Travel & Expense reimbursement vouchers (expense reports) for support, approval and timely submission.		
7.	Test paid checks to the QuickBooks cash disbursements journal (region checkbook) and supporting documents. Verify that payees, amounts, and dates agree.		

Comments:

Healthcare Financial Management Association
Region Cash Disbursements - Program **TWO continued**

Steps to Achieve Review Objectives - Continued

		Completed by (initials)	Workpaper Reference
8.	Test signatures on paid checks against list of authorized signatories.		
9.	Compare endorsements with indicated payees. Investigate any double endorsements.		

Steps to Achieve Review of Credit Card Administration

		Completed by (initials)	Workpaper Reference
1.	If the region utilizes an HFMA Region Credit Card for business expenses, document who is responsible for the review and monthly bill payment processes? Describe the Internal controls that are in place?		
2.	Who approve the monthly credit card invoice statement prior to payment? Region Board Member:		
3.	Does the region adhere to the HFMA Region Credit Card financial control guidelines? Refer to the HFMA Finance, Tax Manual.		
4.	Are separate HFMA Monthly credit card statement s provided to both the Region Treasurer and Region President?		

Comments:

Healthcare Financial Management Association

Region Bank Reconciliation - Program Three

Financial Review Objectives

The objectives of the bank reconciliation financial review are to establish that:

1. Errors which may have been made in the recording of cash or credit card transactions have been corrected.
2. The correct cash balance is recorded in the general ledger & financial statements.

Financial Review Preparation

		Completed by (initials)	Workpaper Reference
1.	Interview region personnel responsible for bank reconciliations to understand procedures utilized.		
2.	Obtain copies of bank reconciliations for accounts and periods selected to be tested.		
3.	Summarize in writing the procedures used.		

Financial Review Preparation

		Completed by (initials)	Workpaper Reference
1.	Interview region personnel responsible for preparation, approval and recording of documentation for all cash disbursements.		
2.	Summarize in writing the detailed region procedures used in the disbursement of cash whether by actual cash (i.e., petty cash) or check.		
3.	Obtain copies of any forms which are used in the disbursement documentation process. Note: There may not be any forms in use.		

Steps to Achieve Review Objectives

		Completed by (initials)	Workpaper Reference
1.	Assure the bank reconciliation is mathematically correct.		
2.	Trace account balance per books to QuickBooks general ledger, region checkbook and to the financial statements.		
3.	Trace balance per bank to the bank statements and bank confirmation letters if any have been sent.		

Comments:

Healthcare Financial Management Association
Region Bank Reconciliation - Program Three continued

Steps to Achieve Review Objectives - Continued

		Completed by (initials)	Workpaper Reference
4.	Trace list of outstanding checks to subsequent period bank statement to determine if they cleared.		
5.	For those outstanding checks that did not clear in the subsequent period, examine voucher support to determine if check was truly a reconciling item.		
6.	Examine subsequent bank statement to determine that all deposits in transit were deposited in a reasonable time based upon region procedures.		
7.	Examine checks paid by the bank included in the subsequent bank statement and determine if any were prepared in prior months. Trace to prior month reconciliations to determine if included in the outstanding checklist.		
8.	Examine bank cancellation endorsements on back of checks to ascertain that the checks were recorded when written.		
9.	Examine other reconciling items on the bank reconciliation and verify authenticity.		
10.	Examine and verify all bank transfers within five days of cut-off date.		
11.	Account for all debits and credits on the bank statements. Items in the bank statements offset by identical debits/credits should be examined to determine their nature.		
12.	Determine if: • Actual cancelled checks are verified against the bank statement. • Investigation of outstanding old/stale checks is made. • Numerical sequence of checks is accounted for. Examination is initiated for stop-paid checks.		

Comments:

Financial Review completed by _____