

**ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY**

**BOARD POLICY**

Date Issued 5/24

Page 1

<b>CHAPTER</b> Fiscal Management	<b>CHAPTER</b> 07	<b>SECTION</b> 002	<b>SUBJECT</b> 0080
<b>SECTION</b> Accounting	<b>SUBJECT</b> Compensated Absences Reserves		
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I. APPLICATION:

- SCCCMHA Board
- SCCCMHA Providers & Subcontractors
- Direct-Operated Programs
- Community Agency Contractors
- Residential Programs
- Specialized Foster Care

II. POLICY STATEMENT:

It shall be the policy of St. Clair County Community Mental Health Authority (SCCCMHA) that a reserve be established to fund accrued leave time and related fringe benefit costs in accordance with the following procedures.

III. DEFINITIONS:

None Available.

IV. STANDARDS:

- A. The reserve funds will be maintained in an interest bearing account separate from other operating funds.
- B. The reserve will be restricted from any use other than the payment of accrued leave time and related fringe benefits.

V. PROCEDURES:

**Chief Financial Officer/Designee**

1. Computes annually at fiscal year end (9-30-XX) the liability for accrued leave and related fringe benefits as would be due if all staff terminated on said date.
2. Expenses (or credits) an amount necessary at fiscal year-end to bring reserve to an amount equal to total liability arrived at in #1 above.
3. Allocates above costs to all programs based on the same allocation as payroll costs at fiscal year end.
4. Reports expense (or credit) in MDHHS cost report in accordance with 2 CFR 200 in the form of final regulations officially titled "Uniform Administrative Requirements, Cost Principles, and Audit

CHAPTER	CHAPTER	SECTION	SUBJECT
Fiscal Management	07	002	0080
SECTION	SUBJECT		
Accounting	Compensated Absences Reserves		

Requirements for Federal Awards” or other current standards promulgated by the federal government.

### SCCCMHA Board

5. Assures that, should the fund be dissolved, any remaining funds after all liabilities of the reserve are paid will be used to reduce the reported expenses of the CMHSP.

#### VI. REFERENCES:

None Available.

#### VII. EXHIBITS:

None Available.

#### VIII. REVISION HISTORY:

Dates issued 12/00, 12/02, 11/04, 01/07, 12/08, 10/11, 03/13, 05/14, 01/16, 01/17,01/18, 01/19, 01/20, 04/22, 4/24.