Annual MHSA Revenue and Expenditure Report
Fiscal Year 2011-12
INSTRUCTIONS

A. Background

Welfare and Institutions Code Section (WIC §) 5899 provides that the State Department of Health Care Services, in consultation with the Mental Health Services Oversight and Accountability Commission and the California Mental Health Directors Association, shall develop and administer instructions for the Annual Mental Health Services Act (MHSA) Revenue and Expenditure Report (RER).

B. Purpose

The purpose of the report is as follows:

1. Identify the expenditures of MHSA funds that were distributed to each county;
2. Quantify the amount of additional funds generated for the mental health system as a result of the MHSA;
3. Identify unexpended funds and interest earned on MHSA funds.

The report is intended to provide information that allows for the evaluation of all of the following:

a) Children's system of care;
b) Prevention and Early Intervention strategies;
c) Innovative projects;
d) Workforce education and training;
e) Adults and older adults systems of care; and,
f) Capital facility and technology needs.

C. MHSA County Fiscal Accountability Certification Form (Enclosure 1)

This is a signed statement by the County Mental Health Director and the County Auditor Controller that all expenditures are consistent with the requirements of the Mental Health Services Act, including WIC §§ 5813.5, 5830, 5840, 5847, 5891, and 5892; and Title 9 of the California Code of Regulations Sections 3400 and 3410. This statement certifies that the information submitted in the County's Revenue and Expenditures report is true and correct.

D. MHSA Component Expenditures Worksheets (Enclosure 3)

These worksheets are used to provide the total expenditures for each MHSA-funded program. Expenditures should be recognized in the period that the fund liability is incurred. (Accounting Standards and Procedures for Counties, State Controller's Office, May 2003)

Counties must report any expenditures occurring between **July 1, 2011 and June 30, 2012**, on the appropriate component worksheet.

Counties should reflect total (gross) program expenditures for each MHSA program on the MHSA Component Expenditure Worksheets. The sources of funding (MHSA funds, federal financial participation, realignment funds, and other) will be reflected on the Identification of Unspent Funds worksheet, MHSA Fiscal Year (FY) 2011-12 Fund Sources.

Community Services and Support (CSS) Summary

Counties must report total (gross) program expenditures for each Full Service Partnership (FSP) program, non-FSP program, CSS evaluation, CSS administration, and any funds assigned to the MHSA Housing Program as separate lines in the worksheet.

Prevention and Early Intervention (PEI) Summary

Counties must report total (gross) program expenditures for each PEI program, PEI administration, and PEI evaluation as separate lines in the worksheet. The three counties (Shasta, San Joaquin, and Nevada) that received PEI Statewide Funds to fund PEI programs at the local level must report these expenditures as part of the PEI component expenditure.

Innovation (INN) Summary

Counties must report total (gross) program expenditures for each INN program, INN administration, and INN evaluation as separate lines in the worksheet.

Workforce Education and Training (WET) Summary

Counties must enter the total (gross) program expenditures for each WET funding category and WET administration as separate lines in the worksheet.

Capital Facilities/Technological Needs (CF/TN) Summary

Counties must enter the total (gross) project expenditures for each capital facility project, capital facility administration, technological needs project, and technological needs administration as separate lines in the worksheet.

PEI Training and Technical Assistance Capacity Building (TTACB), WET Regional Partnerships (RP), PEI Statewide Programs Summary

Counties must report total (gross) expenditures for PEI TTACB, WET Regional Partnerships (RP), and PEI Statewide Projects as separate lines in the worksheet.

Counties must also mark yes or no when asked if PEI Statewide Project funds have been assigned to CalMHSA (top of Identification of Unspent Funds worksheet).

PEI TTACB expenditures represent actual costs incurred.

WET RP expenditures should only be completed by the five counties (Alameda, Glenn, Los Angeles, Placer, and San Bernardino) serving as fiscal sponsors for the RPs.

PEI Statewide Project expenditures must be reported as follows: Counties that delegated their funds to CalMHSA under option 1 of Information Notice: 10-06 should report expenditures incurred by CalMHSA. This information is provided to counties by CalMHSA on an annual basis. Counties that opted for a multi-county collaborative under option 2 of Information Notice: 10-06 should report expenditures when incurred.

E. Identification of Unspent Funds Worksheet (Enclosure 3)

This worksheet is used to provide the following information:

- Beginning unspent funds available in the Local MHS fund;
- Funds posted to the Local MHS Fund during FY 2011-12;
- Summary of Sources of Funds;
- Transfers from into local prudent reserve, WET, or CFTN;
- Unspent funds in the Local MHS fund as of June 30, 2012; and,
- Local Prudent Reserve balance.

Unspent Funds Available from Prior Fiscal Years

This section provides the total amount of unspent funds available from prior fiscal years. Depending on the component or type of funding, counties may have unspent funds from FY 2006-07 through FY 2010-11. These amounts should total the amount of unspent funds previously reported on the FY 2010-11 RER (Identification of Unspent Funds worksheet, Total MHSA Unspent Funds line).

Counties must identify from which fiscal year the unspent funds are attributed. Counties that previously transferred funds to WET or CFTN should reflect those funds in the year that the transfer occurred.

A shaded box indicates that no funding was available for the component during the year.

Local Prudent Reserve

Counties must report the balance of the Local Prudent Reserve, as of June 30, 2011.

Funds Posted to the Local MHS Fund during FY 2011-12

This section provides the total amount of funds posted to the local MHS fund during FY 2011-12. For purposes of reporting on the RER, revenues should be recognized in the accounting period in which they become available and measurable. (Accounting Standards and Procedures for Counties, State Controller's Office, May 2003)

For each component, counties must provide: a) the amount of funds transferred from the local prudent reserve; b) the amount of funds received from the State MHS Fund, according to the fiscal year that the funds were attributed (including PEI Statewide Project funds delegated by the County to CalMHSA that were not deposited into the Local MHS Fund); and, c) the amount of interest income posted to the local MHS fund.

Counties that accessed their local prudent reserve during FY 2011-12 must reflect the funds transferred into CSS or PEI as a positive amount. The transfer of funds out of the local prudent reserve must be reflected as a negative amount. These amounts must equal zero when added together.

MHSA FY 2011-12 Fund Sources

This section identifies all the sources and amounts of funds used to pay for the total (gross) program expenditures. The county must report all fund sources used to pay program expenditures including any MHSA funds, Federal Financial Participation (FFP) funds, 1991 Realignment funds or Other funds. The total of all sources of funds for each component must equal the total (gross) program expenditures reported on the Component Summary Worksheets.

Counties must identify the actual amount and fiscal year of MHSA funds used to pay for the program expenditures. A shaded box indicates that no funding was available for the component during that year.

The FFP amount represents the estimated Medi-Cal Federal Financial Participation used to pay for program expenditures.

The 1991 Realignment amount represents the estimated 1991 Realignment used to pay for program expenditures.

Other Funding represents the estimated total amount of any other funds used to pay for program expenditures, which could include, but is not limited to, County General Fund, grants, patient fees, insurance, and/or Medicare. Counties should also include funds used to fund EPSDT services with the allocation received by the county for EPSDT services pursuant to AB 100 on this line.

Transfers to Prudent Reserve, WET, CFTN during FY 2011-12

WIC Section 5892(b) permits a County to use up to 20 percent of the average amount of funds allocated to that county for the previous five years to fund technological needs and capital facilities, human resource needs, and a prudent reserve.

Counties must report any transfers to the Local Prudent Reserve, WET, or CFTN that occurred between July 1, 2011 and June 30, 2012. The amount of funds transferred from CSS or PEI should be reported in the CSS or PEI column as a negative amount. The funds transferred into WET, CFTN, or Prudent Reserve should be reflected as a positive amount. The amount transferred from CSS or PEI should equal zero when added to the funds transferred into WET, CFTN, or Prudent Reserve. Counties were only allowed to transfer FY 2007-08 PEI funds into the Local Prudent Reserve during FY 2009-10. However, if a county transferred PEI funds into the Local Prudent Reserve during FY 2011-12, it must be reported accordingly.

Total Unspent Funds in the Local MHS Fund

The Total Unspent Funds in the Local MHS Fund auto populates. This amount includes the sum of unspent funds available from prior fiscal years and funds posted to the local MHS fund, less fiscal year expenditures and transfers.