

**Annual MHSA Revenue and Expenditure Report  
For Fiscal Year 2010-11**

**Introduction/Instructions**

The purpose of the Annual MHSA Revenue and Expenditure Report (Revenue and Expenditure Report) for Fiscal Year (FY) 2010-11 is to:

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 fund, and interest earned on MHSA funds; and
4. Determine reversion amounts (if applicable) from prior fiscal year distributions.

Additionally, the Revenue and Expenditure Report is intended to provide information that allows for the evaluation of:

1. Costs and cost/benefits of Full Service Partnerships (FSP) for various populations (by age, type of risk, etc.);
2. Costs and cost/benefits of various Prevention and Early Intervention (PEI) strategies;
3. Uses of Innovation funding (summary of investments by type of innovation and outcomes);
4. Costs and cost effectiveness of previous Workforce Education and Training (WET) programs, by type; and
5. Summary information on investments in Community Services and Supports (CSS) and Capital Facilities/Technological Needs (CF/TN).

These instructions are intended to provide guidance to Counties on how to complete the Revenue and Expenditure Report worksheets.

**County Certification**

This is a signed statement by the County Mental Health Director or designee that the County will comply with the requirements of the MHSA, including the California Code of Regulations (CCR) Title 9, section 3510. This statement certifies that the information submitted in the County's Revenue and Expenditures report is true and correct.

**MHSA Component Expenditures**

Enter MHSA expenditures for each component on the appropriate worksheet. Counties should use the modified accrual basis method for reporting expenditures. The receipt of the funds should be reported in the fiscal year in which the funds were received. This is not intended to change the County's accounting practices, but simply to provide direction on how expenditures and disbursements should be reflected in the Revenue and Expenditure Report.

Counties should use data from the FY 2010-11 Medi-Cal Specialty Mental Health Cost

**Annual MHSa Revenue and Expenditure Report  
For Fiscal Year 2010-11**

Report to estimate expenditures associated with the Medi-Cal Specialty Mental Health program and the corresponding Federal Financial Participation (FFP) revenue. Counties do not need to update the Revenue and Expenditure Report based on interim or final settlement of the Medi-Cal Specialty Mental Health Cost Report which occurs several years following the close of the fiscal year. Thus, the amount of FFP reported on the Revenue and Expenditure Report represents an estimate and will most likely not reconcile with the final FFP determined through audit.

**Community Services and Support (CSS) Summary**

Enter the expenditures and funding for Full Service Partnerships in each CSS program which incurred an expenditure related to a FSP. Expenditures associated with a Other Non-FSP Program Expenditures, including General System Development expenditures and Outreach and Engagement expenditures. Enter the total remaining CSS program costs not related to FSPs, CSS administration, and any funds assigned to the MHSa Housing Program. The cost to evaluate CSS programs should be reported as CSS administration.

**Prevention and Early Intervention (PEI) Summary**

Enter the expenditures and funding for each PEI program and PEI administration. The three Counties (Shasta, San Joaquin, and Nevada) that received PEI Statewide Funds to fund PEI programs at the local level during FY 2010-11 should report these expenditures as part of the PEI component expenditure. The cost to evaluate PEI programs should be reported as PEI administration.

**Innovation (INN) Summary**

Enter the expenditures and funding for each Innovation program and Innovation administration. The cost to evaluate Innovation programs should be reported as Innovation administration.

**Workforce Education and Training (WET) Summary**

Enter the expenditures and funding for each WET funding category and WET administration.

**Capital Facilities/Technological Needs (CF/TN) Summary**

Enter the expenditures and funding for each capital facility project, capital facility administration, technological needs project, and technological needs administration.

**Identification of Unexpended Funds Section**

This section on each enclosure is used to determine the amount of MHSa funds distributed to a County that have not been spent. Do not enter data in the shaded cells. Enter

**Annual MHSA Revenue and Expenditure Report  
For Fiscal Year 2010-11**

amounts separately for each MHSA component and only enter MHSA funds.

**MHSA Unexpended Funds Available**

Enter the amount of unexpended funds from prior fiscal years. The amount of unexpended funds available from prior fiscal years on the unexpended funds line item must be equal to the Total MHSA Unexpended funds from the prior fiscal year's Revenue and Expenditure Report. As a result of this new reporting methodology, the "Total MHSA Unexpended Funds" line item amount might be a negative or positive number.

**Deposits to Local MHS Fund**

Enter the amount of funds accessed from the Local MHS Fund prudent reserve through the local plan update process, MHSA funding distributions from the state and any interest income posted to the Local MHS Fund. Include funds delegated to CalMHSA that were distributed to CalMHSA on behalf of the county.

**MHSA Total Expenditures**

The MHSA Total Expenditures line auto populates from each component worksheet for the five components (Columns A-E). For the remaining three columns (F, G and H), follow the relevant instructions below.

Enter MHSA expenditures incurred on PEI Training Technical Assistance and Capacity Building (TTACB) directly in column F. This represents actual expenditures incurred and not assignment of funds.

Enter MHSA expenditures incurred on the WET Regional Partnerships directly in column G. The WET Regional Partnerships (RP) line should only be completed by the five Counties serving as fiscal sponsors for the RPs. RPs are County approved groups of individuals and/or organizations within a geographic proximity that act as an employment and education resource for the Public Mental Health System. A fiscal sponsor County is a County that serves as a recipient of MHSA funds for RP activities. Counties participating in the RP have agreed that the fiscal sponsor County will manage all financial transactions related to the RP. Fiscal sponsor Counties that received approval of RP funds should report expenditures in the year they were incurred. The receipt of funds should be reported in the fiscal year in which they were received.

Enter MHSA expenditures incurred on PEI Statewide Projects in column H. As discussed earlier, the three Counties (Shasta, San Joaquin, and Nevada) that received PEI Statewide Funds to fund PEI programs at the local level during FY 2010-11 should report these expenditures as part of the PEI component (column B) and not in column H. Counties that delegated their funds to CalMHSA under option 1 of DMH Information Notice No.: 10-06 should report expenditures when incurred by CalMHSA in column H. Counties that opted for a multi-county collaborative under option 2 of DMH Information Notice No.: 10-06 should report expenditures when incurred in column H. Counties that assigned funds to DMH

**Annual MHSA Revenue and Expenditure Report  
For Fiscal Year 2010-11**

under option 3 of DMH Information Notice No.: 10-06, DMH Information Notice No.: 10-05 or DMH Information Notice No.: 08-25 do not need to report distributions or expenditures in column H as these funds are considered expended when assigned to DMH.

**Contributions to Local Prudent Reserve**

Enter Contributions to the Local Prudent Reserve.

**Total MHSA Unexpended Funds**

The Total MHSA Unexpended Funds line auto populates. Total available funding (i.e., the sum of unspent funds from prior fiscal years and deposits), less fiscal years expenditures, and contributions to the Local Prudent Reserve, represents total MHSA unexpended funds.

**Local Prudent Reserve Balance**

Enter the amount of funding dedicated to the Local Prudent Reserve on the last day of the preceding fiscal year. The form automatically populates from other sections amounts distributed from and amounts dedicated to the Local Prudent Reserve during the fiscal year to compute the Prudent Reserve balance at the end of the fiscal year.