Mid-Michigan District Health Department  
Monthly Balance Sheet, Revenue and Expenditure Report  
February 2017

Summary and Special Notes

As of the end of February, actual revenues and expenditures should be approximately 42% of the $6,311,514 total budget. The total revenues through February were $2,353,051.01 and the total expenses were $2,492,861.07. The overall actual revenues and expenditures (adjusting for in-kind space costs and Vaccines for Children) were at 38% and 41% respectively representing a deficit of $139,810.06.

As discussed at the Board of Health meeting last month, I have created a separate line for capital expenses. Currently the Montcalm building loan payoff amount is in that line item. Without this expense, there would be a surplus of almost $13,321.74.

Additionally, we implemented the new Electronic Medical Record, Patagonia, in January. I am still working through the reporting from the system which may have a small impact on the reporting this month as I continue to learn the system.

Revenues

- **Hearing/Vision (Lines 10-11)** – Hearing and vision fees are based on the school year rather than the fiscal year which results in a higher than budgeted percentage.
- **Varnish Fees (Line 18 and 19)** – The Headstart clinics are conducted mainly in the fall and then some in the spring. The varnish services done in the clinics are lower than budgeted however and we will be further investigating the reasons behind lower than projected services.
- **Behavioral Health (Line 22)** – We are transitioning the billing aspect of this project to a third party billing company and have not been able to obtain the reporting from the system but have a meeting scheduled this week to review the process.

Expenses

- **Computer Supplies (Line 13)** – There have been computer purchases made that were necessary but not budgeted. We continue to monitor this line item but many of these items are upgrades to computers and other equipment as well as additional items needed for the software upgrades that we have done. These replacements and upgrades allow increased productivity and efficiency for staff.
- **Memberships (Line 27)** – A majority of our membership fees are paid in the beginning of the year.

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