

THE ECKAAA-CDDO SERVING COFFEY, OSAGE AND FRANKLIN COUNTIES
Policies and Procedures

SUBJECT: Fiscal

EFFECTIVE: 7/1/2019

SECTION: 518A

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SUPERCEDES:

Dated 2/26/2019

Policy:

Pursuant to K.A.R. 30-64, the East Central Kansas Area Agency on Aging Community Developmental Disability Organization (ECKAAA-CDDO) serving Coffey, Osage, and Franklin counties shall act in a fiscally responsible manner

Procedure

- 1) The fiscal year for ECKAAA CDDO is July 1 to June 30.
- 2) ECKAAA CDDO shall expend funds received from the contract with KDADS according to applicable Kansas statutes.
- 3) ECKAAA CDDO will protect its assets and compensate, if necessary, its Board, staff, interns, clientele, and the public by maintaining an adequate coverage on buildings, vehicles, equipment and inventory, general and professional liability insurance, workers' compensation, and bonding of appropriate personnel.
- 4) ECKAAA CDDO will collect, record, and maintain information that is necessary to adequately account for its income, expenses, assets, capital, and liabilities. Recording systems will reflect generally accepted accounting principles and fulfill the laws and regulations of licensing and governmental units under whose discretion the agency may fall.
- 5) An independent Certified Public Accounting firm shall conduct an annual audit of the agency's financial statements.
- 6) ECKAAA CDDO will submit the required quarterly CDDO Administration Cost Report and State Aid Report to KDADS.
- 7) State Aid Funding will follow the ECKAAA CDDO "State Aid Access Policy" #509A.
- 8) Should ECKAAA CDDO find that the Affiliate has not been providing services in accordance with the definitions provided in the Kansas Medical Assistance Provider (KMAP) Manual and the HCBS IDD Waiver Handbook, payment may be recouped from the affiliate.