



expertise
GAINED

JANUARY 9, 2019

ANNUAL NURSING & ASSISTED LIVING UPDATE



AGENDA

1

Federal Update:

Trick or Tweet – An Insider's perspective of happenings on the Hill and what it may mean for you.

2

Close Optimization:

New efficiencies for the new year that will improve your financial close process.

3

Hiring and Retaining Employees:

Get top talent in the door and keep them!

4

BerryDunn Style Potpourri:

- State regulatory update
- Financial and reimbursement trends
- Tax and accounting updates
- Review of our proprietary databases



GOAL / OBJECTIVE

To gain insight into the environment in which you operate by taking a closer look at regulatory and legislative initiatives, workforce issues, accounting and tax matters, and key operational indicators and trends to assist you in gaining control over your operations and achieving your goals and success.



CLOSE OPTIMIZATION

New efficiencies for the new year that will improve your financial close process



LEARNING OBJECTIVES

AFTER THIS PRESENTATION YOU WILL BE ABLE TO:

- Identify best practices for the financial statement close process (FSCP).
- Consider efficiency and organization opportunities for your organization.



WHY IS THIS IMPORTANT?

AN EFFICIENT CLOSE PROCESS:

- Saves an organization money and frees up resources.
- Provides more accurate and reliable reporting.
- Allows for deeper analysis of operating performance.
- Improves audit readiness.



FINANCIAL STATEMENT CLOSE PROCESS DEFINITIONS

An effective **Financial Statement Closing Process** helps companies make better and more timely decisions about strategy and business.

-EY

What is the Month-End Close?

a process to...

1.

Verify and adjust account balances at period end to...



2.

...produce reports representative of the company's true financial position to inform management, investors, lenders, and regulatory agencies.





The **Financial Statement Closing Process** includes a hodgepodge of activities a company undertakes to close its books, correct potential errors, make specific adjustments and prepare accurate financial statements in accordance with GAAP and IFRS.

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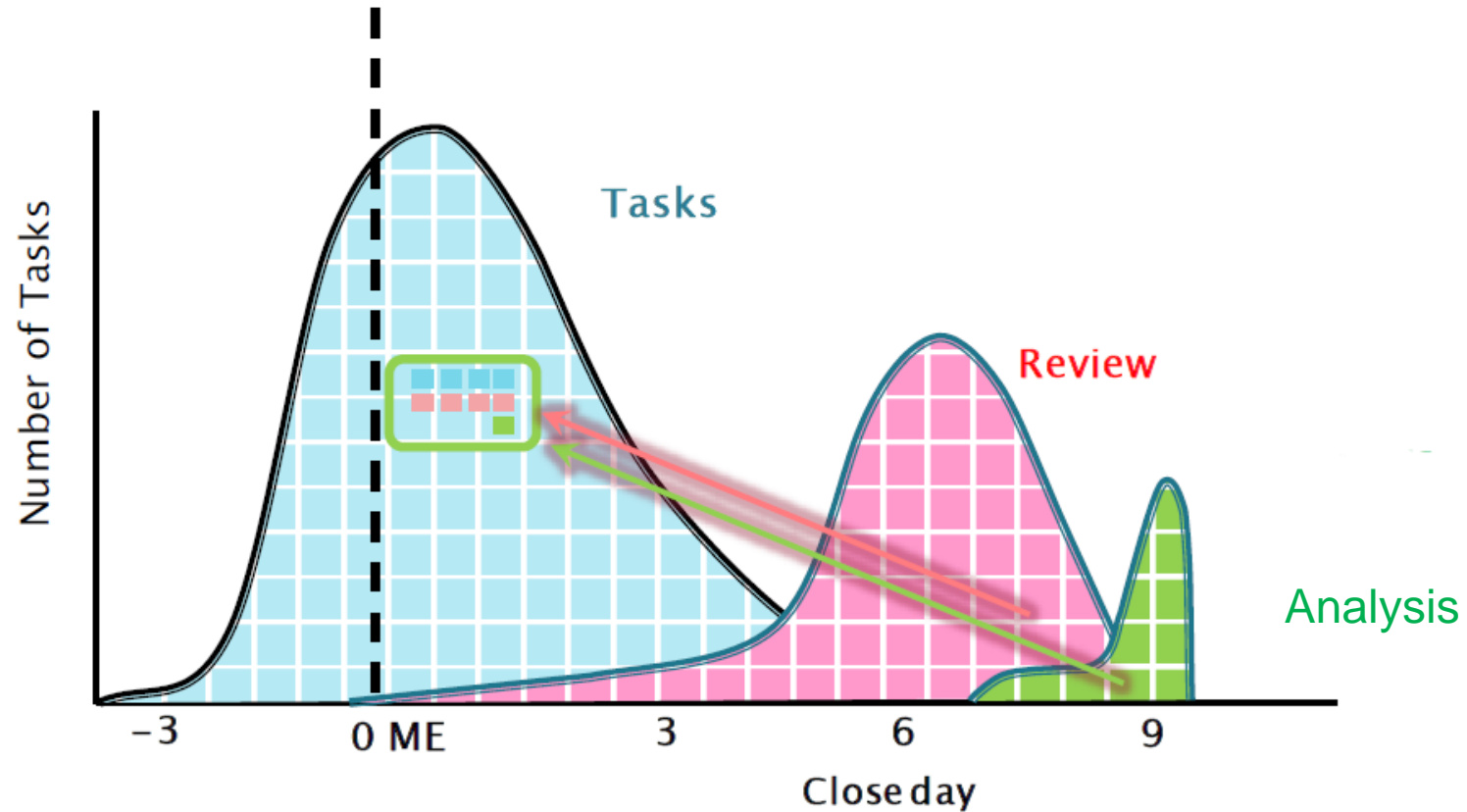
**INCLUDES ELEMENTS SIMILAR TO AN ASSEMBLY LINE
PROCESS...**



BEST PRACTICES

- What activities are performed and when?
 - Monthly
 - Quarterly
 - Annually
- Who is responsible for preparing and reviewing?
- Does the FSCP include?
 - Written procedures for each area
 - Established templates
 - Supporting documentation
 - Revenue accruals
 - Use of estimates

ADJUST THE TIMING OF REVIEW PROCEDURES TO SHORTEN THE PROCESS



MULTIPLE CHOICE QUESTION

How many business days does it take to close the books at your organization?

- Less than 15
- Less than 10
- Less than 5
- Too many to count... when the BerryDunn auditors comes out in the field and start setting up their laptops

FINANCIAL STATEMENT CLOSE CALENDAR

1 Revenue Cycle Close Preliminary Review of Balance Sheet and P&L	2 Standard Journal Entries	3 AP Close Fixed Asset Close and Entries Payroll Accrual and Payroll Entries	4 Debt Entries Prepaid Insurance	5 Accrued Expenses	6 Cash Entries
7 Intercompany Entries	8 Pre-close Review Meeting	9 Completion of MDS / Finalizing Census & Revenue	10 Finance Committee or Month End Close Meeting	11 Update Any Balance Sheet Reconciliations	



CLOSING MEETING

- Team review of the balance sheet and income statement.
- Facilitated by the controller.
- Attended by the CFO.
- Departments responsible for areas explain the monthly results and respond to questions.



JOURNAL ENTRY ORGANIZATION

- Who approves journal entries?
- Where is the support maintained?
- Do staff understand the entries?
- Do the results of journal entries make sense?
- How many corrections are needed?
- Is there appropriate Segregation of Duties between initiating, approving, and posting?

FINANCIAL CLOSE MANAGEMENT SOFTWARE

#FloQast DASHBOARD CLOSE THE BOOKS CHECKLIST RECONCILIATIONS REVIEW NOTES ANALYTICS

FloQast Demo > October 2016 > Cash and cash expenses

Locked by James Richman 10/02/16 10:12

Search by entity

- FloQast Demo
- FloQast Demo UK
- FloQast Demo CA
- FloQast Demo EU
- FloQast Demo AU

- 09 Capitalized soft...
- 10 Accounts payable
- 11 Accrued liabilities
- 12 Deferred revenue
- 13 SOX
- 14 Reporting
- 15 Tax
- Trial Balance
- September 2016
- August 2016
- July 2016
- June 2016
- May 2016
- April 2016
- March 2016
- February 2016
- January 2016
- 2015
- 2014

Checklist

4 Items

Add Filter

DESCRIPTION	DUE	ASSIGNEES	SIGN-OFF	COMPLETED	NOTES
Perform SVB bank reconciliation by agreeing ending balance per ERP to bank statement.	8/18/16	Preparer	<input type="checkbox"/>		
Confirm payment batch	8/18/16	Preparer	<input checked="" type="checkbox"/>	8/24/16	
Perform remeasurement for FS presentation purposes (JEV sheet) on the first of next month	8/18/16	Preparer	<input checked="" type="checkbox"/>		4
	8/18/16	Reviewer	<input type="checkbox"/>	8/24/16	

Documents

46 Documents

Refresh

Last Updated 09/10/16

FILENAME	ACCT.#	PER SOURCE	MODIFIED	NOTES
Cash Lead Sheet (8-31-16).xlsx	#1000	\$134,918.00	8/18/16	2
#1300 Prepaid Expenses.xlsx	#1005	\$157,992.00	8/09/16	

Reconciliations

4 Items

Filter Refresh

Last Updated 09/10/16

SUMMARY OF INTERNAL CONTROLS

- Management / owner establishes a well defined process.
- Independent review of significant judgments and estimates.
- Supporting analysis is prepared for non-routine or unusual events.
- Management / owner receives and reviews appropriate reporting packages / investigates variances.
- Transactions near period end are analyzed to ensure they are accounted for in the correct period.
- Related party events are identified.
- Unusual items and exceptions are documented.
- All journal entries have adequate supporting documentation.
- Trial balance is final, complete and in balance.
- Appropriate segregation of duties when completing entries.

OTHER EFFICIENCY IDEAS

EXCEL LAYOUT:

- Consistent headings / descriptions.
- Totals at top of page.
- Simplify.
- Condense analysis so reviewer can easily follow.
- Add a border around analysis.

E-MAIL:

- Use appointment request for meeting correspondence.
- Be concise.
- Prioritize messaging.