

How to Amend Annual Report Pages

Where to Send Amended Pages

Amended pages should be sent **directly** and **only** to the Department of Social Services. A copy of all amended pages will be forwarded to CJLC. Amended pages sent directly to CJLC will **not** be implemented.

What Must be Submitted with Amended Pages

All amended pages must be submitted with a new signed and notarized page 1 of the Annual Report. Only pages that have been amended should be sent with all changes highlighted.

When Amending an Expense Item

When amending an Annual Report expense line item the total of the expense category (A&G or Salaries etc.) and Total Expenses (page 27 line 15) must also be amended unless it is a reclass between line items in the same cost category.

For Example:

If Medical Supplies Expense is being reduced per an amended page, both Total Resident Care Expense and Total Expense must be reduced by the same amount.

When Amending an Asset or Liability

When amending an asset or liability the total of the asset or liability class category (Current Assets or Fixed Assets etc.) and Total Assets or Liabilities also must be amended by the same amount. In addition, Total Assets must always equal Total Liabilities, Reserves and Net Worth.

For Example:

If the Net Book Value of Movable Equipment is increased per an amended page, both Total Fixed Assets and Total Assets must both be changed by the same amount. Now that Total Assets has increased a corresponding Liability must be changed to keep the accounting equation in balance.

Amending Pages 22 and 23 of the Annual Report

Depreciation Expense must be the same on pages 22 and 23 of the Annual Report. If Depreciation Expense is changed on page 22 of the Annual Report it must also be changed on page 23. This change could also make necessary an amendment to page 31.

Amending Pages 23 and 31 of the Annual Report

The Net Book Value of Fixed and Movable asset classes must be the same on pages 23 and 31 of the Annual Report. Therefore, if a change is made to page 23 a change should also be made to page 31 to keep them in balance.

For Example:

If the Net Book Value of Buildings on page 31 of the Annual Report is changed per amended page, an amended page 23 must also be filed to keep the Net Book Value the same on both pages.