

4908 G SERIES

On the G series of worksheets, the SNF reports its balance sheet based on information contained in its accounting records and reports consistent with its financial statement. The series consists of the following worksheets:

- Worksheet G - Balance Sheet
- Worksheet G-2 - Statement of Patient Revenues and Operating Expenses
- Worksheet G-3 - Statement of Revenues and Expenses

4908.10 WORKSHEET G - BALANCE SHEET

Prepare this worksheet from your accounting records and reports consistent with the SNF financial statements. Cost reports received with incomplete G-series worksheets are returned for completion. If the lines on the Worksheet G are not sufficient, use lines 5 (Other receivables), 9 (Other current assets), 41 (Other current liabilities), and 47 (Other long term liabilities), as appropriate, to report the sum of account balances and adjustments. Maintain supporting documentation or subscript the appropriate lines.

Line 1 - Cash on hand and in banks.--Enter the amount of cash on deposit in banks and immediately available for use in financing activities, amounts on hand for minor disbursements and amounts invested in savings accounts and certificates of deposit. Typical accounts would be cash, general checking accounts, payroll checking accounts, other checking accounts, impress cash funds, saving accounts, certificates of deposit, treasury bills and treasury notes and other cash accounts.

Line 2 - Temporary investments.--Enter the amount of current securities evidenced by certificates of ownership or indebtedness. Typical accounts would be marketable securities and other current investments.

Line 3 - Notes receivable.--Enter the amount of current unpaid amounts evidenced by certificates of indebtedness.

Line 4 - Accounts receivable.--Enter the amount of unpaid inpatient and outpatient billings. Include direct billings to patients for deductibles, co-insurance and other patient chargeable items not included in line 6.

Line 5 - Other receivables.--Enter the amount of any other receivable that is not included on lines 3 or 4.

Line 6 - Less: allowance for uncollectable notes and accounts.--These are valuation (or contra-asset) accounts whose credit balances represent the estimated amount of uncollectible receivables from patients and third-party payers. Enter this amount as a positive.

Line 7 - Inventory.--Enter the costs of unused supplies. Perpetual inventory records may be maintained and adjusted periodically to reflect a physical count. The extent of inventory control and detailed record keeping will depend upon the size and organizational complexity of the institution. The inventories may be valued by any generally accepted method, but the method must be consistently applied from year to year.

Line 8 - Prepaid expenses.--Enter the costs incurred that are properly chargeable to a future accounting period.

Line 9 - Other current assets.--Enter the amount of current assets not included in other asset categories (lines 1 through 8).

Line 10 - Due from other funds.--Enter amounts due from other funds as reported on line 41. Do not include any amounts from line 41

Line 11 - Total current assets.--Enter the sum of lines 1 through 10, minus line 6.

Line 12 - Land.--Enter the cost of land used in operations. Include the cost of off-site sewer and water lines, public utility, charges for servicing the land, governmental assessments for street paving and sewers, costs of permanent roadways and of grading of a non-depreciable nature. Unlike building and equipment, land does not deteriorate with use or with the passage of time; therefore, no depreciation is accumulated. The cost of land includes (1) the cash purchase price, (2) closing costs such as title and attorney's fees, (3) real estate broker's commission, and (4) accrued property taxes and other liens on the land assumed by the purchaser.

Land 13 - Land improvements.--Enter the cost of structural additions made to land, such as driveways, parking lots, sidewalks; as well as the cost of shrubbery, fences and walls, landscaping, on-site sewer and water lines, and underground sprinklers. The cost of land improvements includes all expenditures necessary to make the improvements ready for their intended use.

Line 15 - Buildings.--Enter the cost of all buildings and subsequent additions used in operations, including purchase price, closing costs, (attorney fees, title insurance, etc.), and real estate broker commission. Include all architectural, consulting and legal fees related to the acquisition or construction of buildings, and interest paid for construction financing.

Line 17 - Leasehold improvements.--Enter the cost for the improvement of a leasehold used in operations are included on this line.

Line 19 - Fixed equipment.--Include the cost of building equipment that has the following general characteristics:

- Affixed to the building, not subject to transfer or removal.
- A life of more than one year, but less than that of the building to which it is affixed.
- Used in SNF or SNF healthcare complex operations.

Fixed equipment includes such items as boilers, generators, engines, pumps, and refrigeration machinery, wiring, electrical fixtures, plumbing, elevators, heating systems, air conditioning systems, etc.

Line 21 - Automobiles and trucks.--Enter the cost of automobiles and trucks used in SNF or SNF healthcare complex operations.

Line 23 - Major movable equipment.--Costs of equipment included on this line has the following general characteristics:

- Ability to be moved, as distinguished from fixed equipment (but not automobiles or trucks).
- A more or less fixed location in the building.
- A unit cost large enough to justify the expense incident to control by means of an equipment ledger and greater than or equal to \$5,000.
- Sufficient individuality and size to make control feasible by means of identification tags.
- A minimum life of usually three years or more.
- Used in SNF or SNF healthcare complex operations.

Line 25 - Minor equipment-depreciable.--Costs of equipment included on this line has the following general characteristics:

- Ability to be moved, as distinguished from fixed equipment.
- A more or less fixed location in the building
- A unit cost large enough to justify the expense incident to control by means of an equipment ledger but less than \$5,000.
- Sufficient individuality and size to make control feasible by means of identification tags.
- A minimum life of usually three years or more.
- Used in SNF or SNF healthcare complex operations.

Line 26 - Minor equipment-non-depreciable.--Costs of equipment included on this line has the following general characteristics:

- Location generally not fixed; subject to requisition or use by various departments of the SNF or SNF healthcare complex.
- Relatively small size.
- Subject to storeroom control.
- Fairly large number in use.
- Generally a useful life of usually three years or less.
- Used in SNF or SNF healthcare complex operations.

Minor equipment includes items such as, but not limited to wastebaskets, bedpans, syringes, catheters, basins, glassware, silverware, pots and pans, sheets, blankets, ladders, and surgical instruments.

Lines 14, 16, 18, 20, 22, and 24 - Less accumulated depreciation.--These balances, respectively, include the depreciation accumulated on the related assets used in operations. Enter these amounts as a positive.

Line 27 - Other fixed assets.--Enter the amount of any fixed asset not included in lines 12 through 26.

Line 28 - Total fixed assets.--Enter the sum of lines 12 through 27, minus lines 14, 16, 18, 20, 22, and 24.

Line 29 - Investments.--This field contains the cost of investments purchased with SNF or SNF healthcare complex funds and the fair market value (at date of donation) of securities donated to the SNF or SNF healthcare complex.

Line 30 - Deposits on leases.--Report the amount of deposits on leases, including security deposits.

Line 31 - Due from owners/officers.--Enter the amount loaned to the SNF or the SNF healthcare complex by owners and/or officers.

Line 32 - Other assets.--Enter the amount of assets not reported on line 9 (other current assets) or any other line 1 through 31, including intangible assets such as goodwill, unamortized loan costs and other organization costs.

Line 33 - Total other assets.--Enter the sum of lines 29 through 32.

Line 34 - Total assets.--Enter the sum of lines 11, 28, and 33. For each column, line 34 must equal line 60.

Line 35 - Accounts payable.--Enter the amounts due trade creditors and others for supplies and services purchased.

Line 36 - Salaries, wages and fees payable.--Enter the amount of the actual or estimated liabilities of the SNF or SNF healthcare complex for salaries and wages/fees payable.

Line 37 - Payroll taxes payable.--Enter the amount of the actual or estimated liabilities of the SNF or SNF healthcare complex for amounts payable for payroll taxes withheld from salaries and wages, payroll taxes to be paid by the SNF or SNF healthcare complex and other payroll deductions, such as medical insurance premiums.

Line 38 - Notes and loans payable (short-term).--Enter the amount of current amounts owing as evidenced by certificates of indebtedness coming due in the 12 months following the end of the cost reporting period.

Line 39 - Deferred income.--Enter the amount of deferred income to be received or accrued applicable to services to be rendered within the 12 months following the end of the cost reporting period. These amounts also reflect the effects of any timing differences between book and tax or third party reimbursement accounting. (Report deferred income applicable to accounting periods extending beyond the 12 months following the end of the cost reporting period as other current liabilities.)

Line 40 - Accelerated payments.--Enter the amount of accelerated payments not yet due to be repaid to the contractor.

Line 41 - Due to Other Funds.--Enter the amounts due to other funds as reported on line 10. Do not include any amounts from line 10 on line 41. The amount on line 41, must equal the amount on line 10.

Line 42 - Other current liabilities.--Enter the amount of the current liabilities not reported on lines 35 through 41.

Line 43 - Total current liabilities.--Enter the sum of lines 35 through 42.

Line 44 - Mortgage payable.--Enter the amount of the long-term financing obligations used to purchase real estate/property.

Line 45 - Notes payable.--Enter the amount of the liabilities of the SNF or SNF healthcare complex to vendors, banks and others, evidenced by promissory notes due and payable beyond the 12 months following the end of the cost reporting period.

Line 46 - Unsecured loans.--Enter the amount of loans not loaned on the basis of collateral.

Line 47 - Loans from owners.--Enter the amount of any loans from the owners of the SNF or the SNF healthcare complex.

Line 48 - Other long-term liabilities.--Enter the amount of the long-term liabilities not reported on lines 44 through 47.

Line 49 - Total long-term liabilities.--Enter the sum of lines 44 through 48.

Line 50 - Total liabilities.--Enter the sum of lines 43 and 49.

Line 51 - Fund balance.--Enter the end of period fund balance.

Line 52 - Total liabilities and fund balance.--Enter the sum of lines 50 and 51.