

To: Kristie Rydeen, Susan Harran, and Glenda Oldenburg
Addictive and Mental Disorders Division
P.O. Box 202905
555 Fuller
Helena, MT 59620-2905

From: Jodi Daly

106 West Broadway

Butte, MT 59701

February 11, 2013

Re: CSAA

Greetings:

I have enclosed the financial reports for the CSAA for the fiscal year starting July 1, 2013 as well as the closing of fiscal year 2012 with pay outs to the six active LAC's. I would like to request a \$10,000.00 draw on the funding, please send your check directly to Teresa Nichols, WMMHC, Building T-9 Fort Missoula, Missoula, MT 59801.

If you have any questions please feel free to call me or Kathy Dunks at 497-9038.

Sincerely:

Jodi Daly, LCPC, CMHP
WMMHC S.W. Regional Director

Jodi Daly

CSAA FINANCIAL REPORT FOR THE STATE OF MONTANA

FEBRUARY 12, 2013

DEPOSITS FROM THE STATE OF MONTANA final payment of fiscal year 2012 July \$5000.00 and first payment of fiscal year 2013 in November 2012 of \$10,000.00

Of the \$5000.00 payment of fiscal year ending 2012 \$2546.00 was owed to WMMHC for paid vouchers for the CSAA in June 2012. The additional monies were given to the 6 LAC's currently meeting in the CSAA region. They each received \$409.00 apiece a total of \$2,454.00. This closes the 2012 fiscal year. The CSAA Board has requested a written accounting of the monies given to the LAC's for the fiscal yearend report for 2013.

All documentation of the fiscal year 2013 is attached.

DEPOSITS FROM WESTERN MT MENTLA HEALTH CENTER

We keep a balance in the CSAA account of \$2500.00 per month to cover the meeting costs each month. As of February 11, 2013 WMMHC has deposited \$12,836.82 into the account to cover expenses. Of this amount \$2500.00 was from fiscal year 2012 to complete pay outs to LAC's; leaving a requested and received balance of \$10,336.82 for fiscal year 2013. Petty cash forms and bank reconciliations are required each month with copies of the CSAA expense vouchers to request a deposit into the account. Copies of the petty cash ledgers are included for your appraisal. CSAA has a checking account at US Bank that all monies are deposited and drawn from this account.

COPIES OF LEDGERS ATTACHED

BREAKDOWN OF PAYMENTS:

MILEAGE \$6,057.04

MEALS \$1125.56

LODGING \$1581.49

DAYCARE \$120.00

WEB SITE \$675.00

MISCELLANEOUS \$55.90 check printing fee to US Bank

Total Fiscal year 2013 spending as of February 11, 2013 \$9615.40

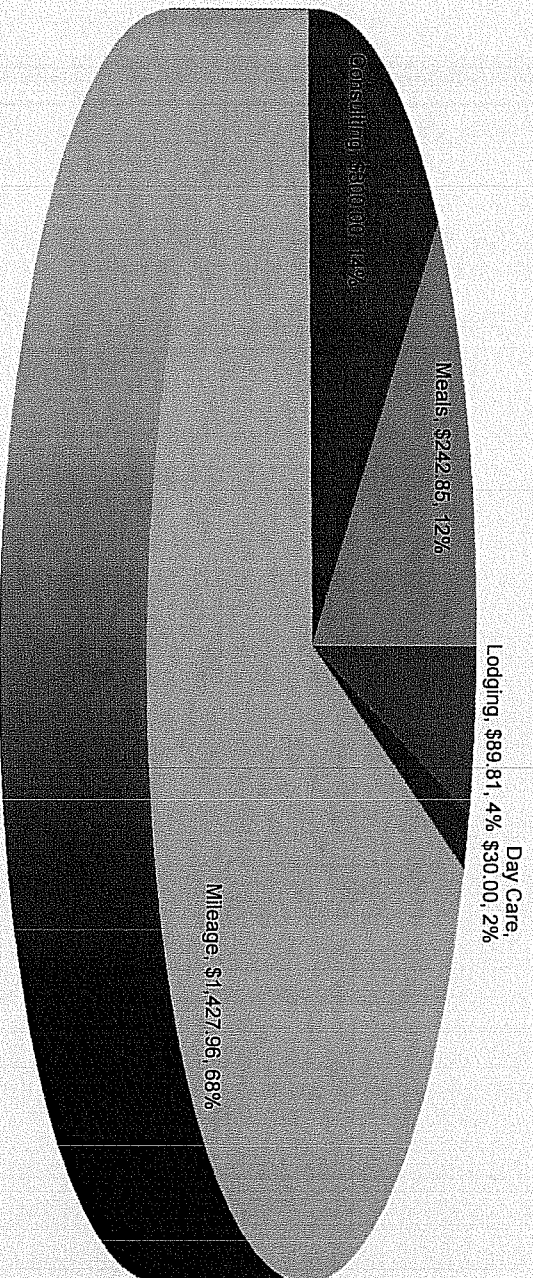
FISCAL YEAR END 2012 LOCAL ADVISORY COUNCILS PAY OUTS \$2454.00

(Please fill in shaded areas only. The spreadsheet will calculate for you.)

AMOUNT OF CASH ON HAND	\$2,500.00
BALANCE DUE	\$ 240.00
CASHIER'S SIGNATURE: <i>[Signature]</i>	

CASH COUNT RECONCILIATION

July and August 2012 Expenses total \$2090.62



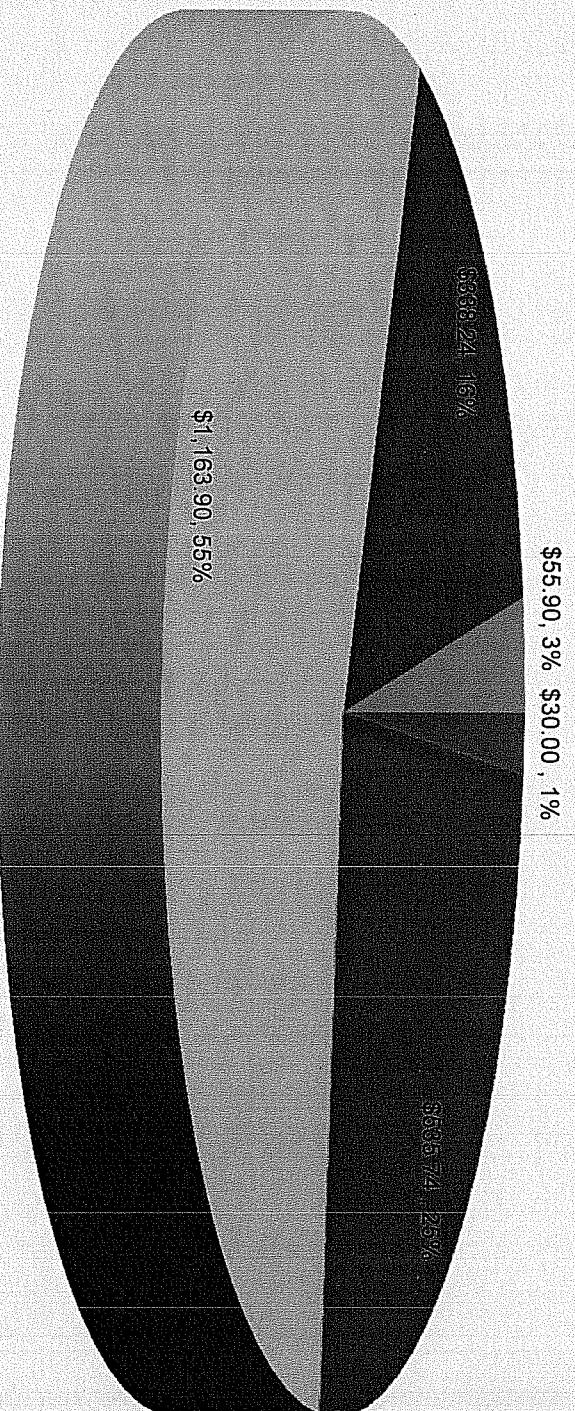
- Lodging
- Day Care
- Mileage
- Consulting
- Meals

(Please fill in shaded areas only. The spreadsheet will calculate for you.)

W. M. C. S.W. Regional Director

September 2012 Expenses total \$2123.78

- day care
- lodging
- Mileage
- meals
- bank fees



PETTY CASH REIMBURSEMENT FORM

(Please fill in shaded areas only. The spreadsheet will calculate for you.)

Petty Cash Account:		CSAA		Date Mailed to A/P:				
Amount of Fund:		\$2,500.00		Dates of Reimb.		From: October 23, 2012 To: 11/5/2012		
Petty Cash Custodian:		Jodi Daly						
DATE	CHECK/ VOUCHER NUMBER	TO WHOM PAID OR FROM WHOM RECEIVED	DESCRIPTION OF PURCHASE	COST CENTER	ACCOUNT CODE	AMOUNT PAID	AMOUNT DEPOSITED	BALANCE
Beginning Balance:								\$ 136.76
10/24/2012		WMMHC Deposit				\$ 2,363.24	\$ 2,500.00	
10/26/2012	5116	Tom Peluso	Beverages for meeting			\$ 11.99		\$ 2,500.00
10/26/2012	5117	Mavis Young Bear	mileage-meals \$52.00			\$ 387.50		\$ 2,488.01
10/26/2012	5118	Cindy Smith	mileage			\$ 220.00		\$ 2,100.51
10/26/2012	5119	WMMHC van travel	mileage			\$ 105.60		\$ 1,880.51
	5120	previously used check in last statement						\$ 1,774.91
10/26/2012	5121	Betsy Garrignes	day care			\$ 30.00		\$ 1,744.91
10/26/2012	5122	Janette Kotecki	mileage			\$ 77.00		\$ 1,667.91
10/26/2012	5123	Brett Lineweber	mileage			\$ 132.00		\$ 1,535.91
10/26/2012	5124	Chili O'Brien's	food			\$ 187.97		\$ 1,347.94
10/26/2012	5125	Center for Mental Health	mileage			\$ 101.75		\$ 1,246.19
10/26/2012	5126	James Gustafson	mileage			\$ 101.20		\$ 1,144.99
10/26/2012	5127	Louise Livingood	mileage			\$ 77.00		\$ 1,067.99
10/26/2012	5128	Sally Miller	mileage			\$ 110.00		\$ 957.99
11/5/2012	5129	Wingate-lodging	lodging					\$ 957.99
		Smith 2/23/2012						\$ 957.99
11/5/2012		Young Bear 5/17/2012				\$ 186.04		\$ 771.95
11/5/2012	5130	Wingate lodging September	Stiffarm, Smith, Young Bear			\$ 359.24		\$ 412.71
11/5/2012	5131	Wingate October lodging	Young Bear and Smith			\$ 179.62		\$ 233.09
11/5/2012	5132	ADL Consulting	website			\$ 125.00		\$ 108.09
								\$ 108.09
								\$ 108.09
								\$ 108.09

TOTAL DISBURSED	\$	2,391.91
TOTAL DEPOSITED/LOANS REPAID	\$	2,363.24
ENDING BALANCE	\$	108.09

AMOUNT OF CASH ON HAND	
BALANCE DUE	\$ 2,391.91

FORMS ATTACHED - PLEASE PLACE AN "X" BY ONE OF THE FOLLOWING:

☐ BANK STATEMENT AND RECONCILIATION

☐ CASH COUNT RECONCILIATION

DIRECTOR'S SIGNATURE: *[Signature]* **WMMHC S.W. Regional Director**

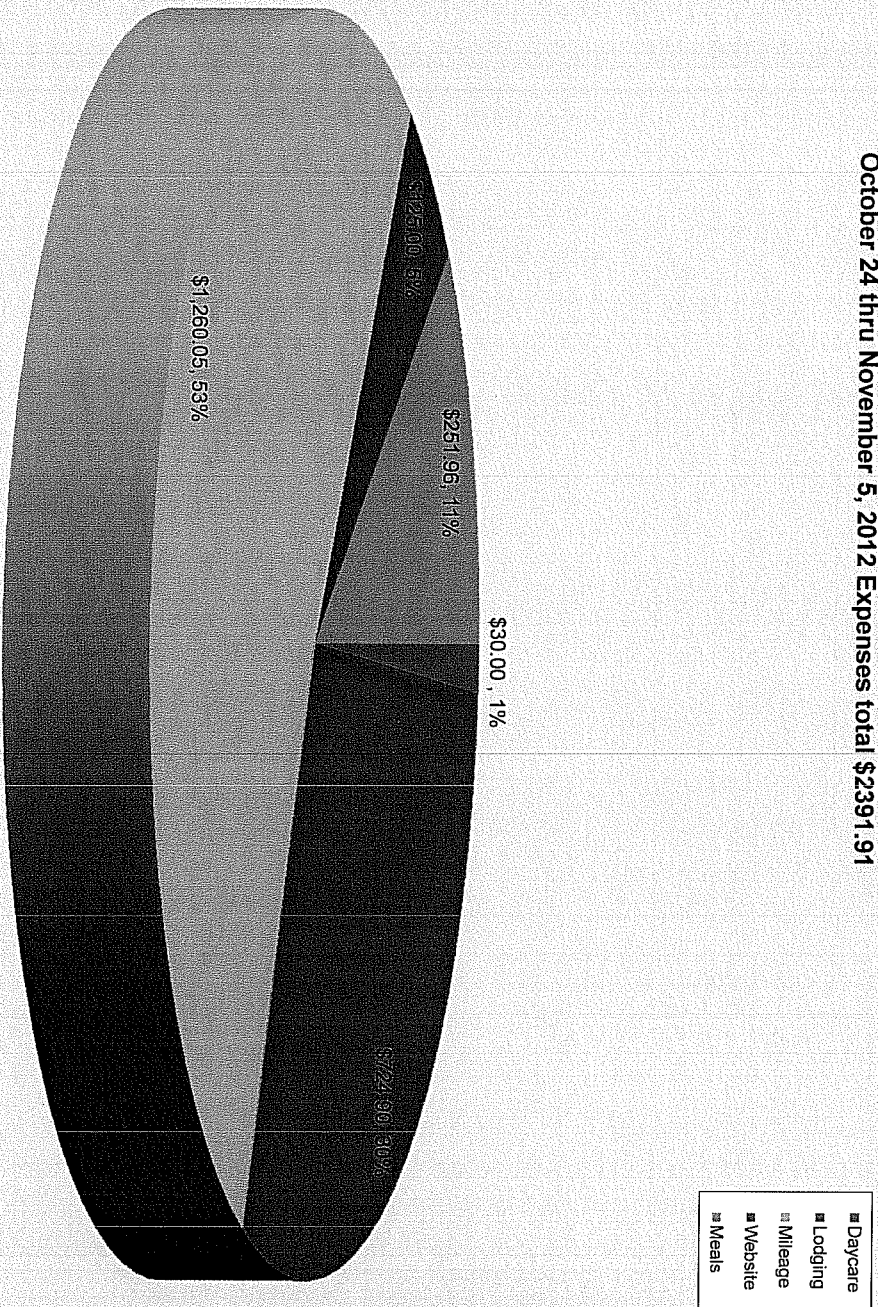
(Please fill in shaded areas only. The spreadsheet will calculate for you.)

AMOUNT OF CASH ON HAND	\$ 46.00
BALANCE DUE	\$ 2,045.00
CASHIER'S SIGNATURE: _____	

	BANK STATEMENT AND RECONCILIATION
	CASH COUNT RECONCILIATION

WMMHC S.W. Regional Director

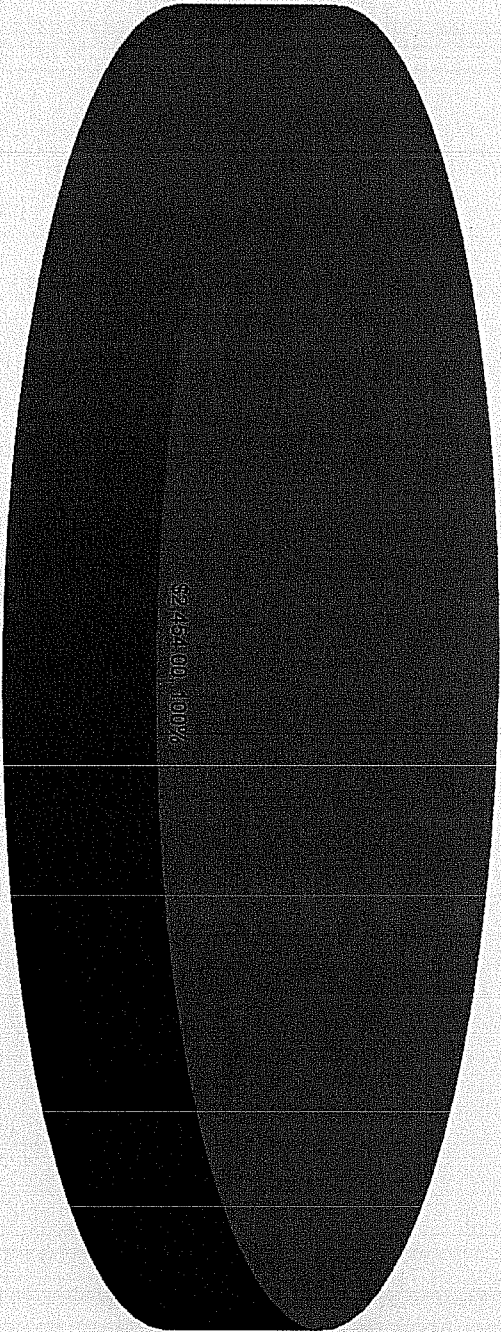
October 24 thru November 5, 2012 Expenses total \$2391.91



- Daycare
- Lodging
- Mileage
- Website
- Meals

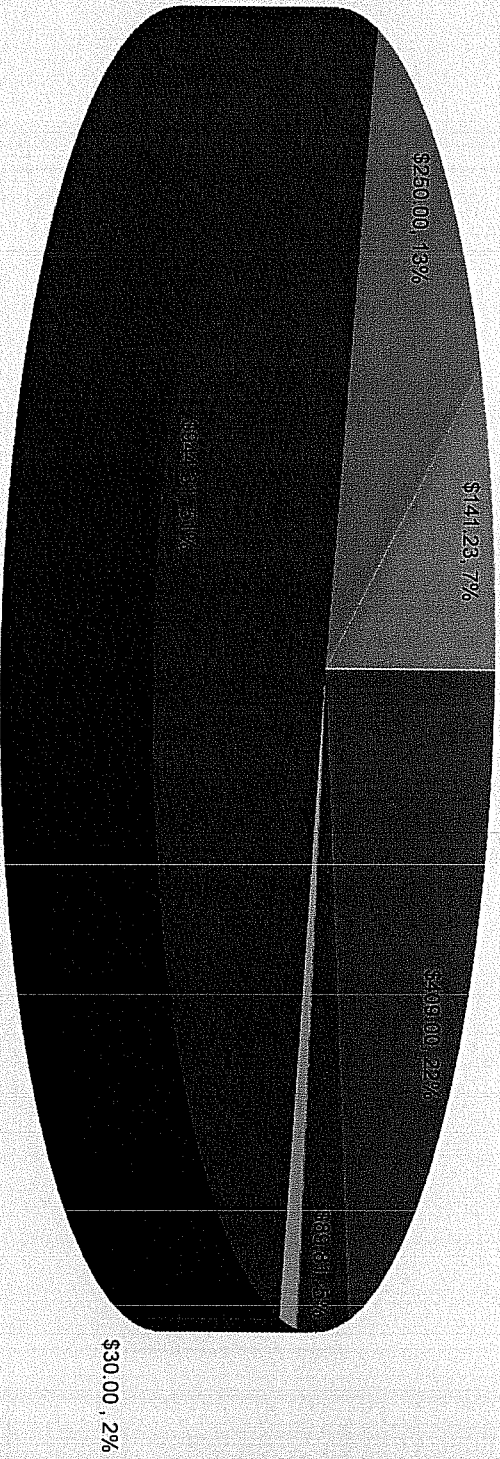
November 2012 Expenses total \$2454.00

■ LAC



\$2,454.00, 100%

December 2012 Expenses total \$1864.35



- LAC
- Lodging
- Day Care
- Mileage
- Consulting
- Meals

(Please fill in shaded areas only. The spreadsheet will calculate for you.)

AMOUNT OF CASH ON HAND	
BALANCE DUE	\$ 1,339.41
CASHIER'S SIGNATURE:	

CASH COUNT RECONCILIATION

January 2013 Expenses total \$1339.41

- Mileage
- coffee
- Meals

