

<b>WCHO</b>		<b><i>Policy and Procedure</i></b>		
<b>Department</b> Finance		# of Pages: 2		
<b>Policy Name</b> GRANT/SUBCONTRACT REPORTING PROCEDURES		<b>Type of Policy:</b>  [ ] WCHO [ ] Regional [ <input checked="" type="checkbox"/> ] Network		
<b>Policy Number</b>  10.012	<b>Effective Date</b>	<b>Revision Date</b>	<b>Approval Date</b>	
<b>Administrative/Board of Directors Sign Off</b>				
<b>Administrative Signature:</b>			<b>Date:</b>	
<b>Board of Directors Signature:</b>			<b>Date:</b>	

**I. PURPOSE**

To establish a procedure regarding the reporting requirements of network providers awarded a subcontract under any grant or contract awarded to the WCHO.

**II. APPLICATION**

All subcontractors of WCHO reporting services provided under the requirements of a grant or contract awarded directly to WCHO.

**III. POLICY**

It is the policy of the Washtenaw Community Health Organization to monitor and report all services provided directly or indirectly as required under the terms of an agreement between the WCHO and a Grantor/Contractor. Financial compliance to the terms of such an agreement shall also be monitored.

**IV. DEFINITIONS**

Subcontractor: Person or agency contracting with WCHO under the terms of a grant or contract received by the WCHO.

**V. EXHIBITS**

None

**VI. REFERENCES**

None

## V. PROCEDURES

<u>WHO</u>	<u>DOES WHAT</u>
Subcontractor	Provides services as outlined in the contract between the WCHO and the Grantor (e.g., State of Michigan) and as defined in the subcontract between the WCHO and the Subcontractor.
	Submits monthly reports of services and costs to the WCHO Grant Coordinator in accordance with established procedures.
	Maintains all supporting documentation of services and costs.
Grant Coordinator	Prepares Grant Report including both financial data and any narrative required.
	Obtains appropriate signatures and submits reports to Grantor
Grant Accountant	Completes all appropriate accounting transactions in accordance with accrual-based accounting.
Finance Director	Reviews and signs all reports and budget change requests submitted to Grantors.
	Establishes additional procedures when deemed necessary to meet reporting requirements.