

DEPARTMENT FOR BEHAVIORAL HEALTH,
DEVELOPMENTAL AND INTELLECTUAL DISABILITIES

Monthly Financial Statement

Description

There is not a designated DBHDID report to complete for the Monthly Financial Statement requirement. The Monthly Financial Statement should include the Balance Sheet and the Revenue and Expense Report (Income Statement). Either an Excel or PDF file containing both reports should be submitted as the *Form 012-Financial Statement*. If the Financial Statement is submitted as an Excel file, please generate two worksheets/tabs, one for the Balance Sheet and one for the Revenue and Expense Report. If it is submitted as a PDF file, be sure to include all pages of both required reports in one file.

Please submit the *Form 012-Financial Statement* file by utilizing the DBHDID Central Login web-based application. There will be a prompt to select a due date before uploading the file. **Please note that the data for a particular month is due the following month (i.e. the center's August data is submitted by selecting the due date of September).**

Contact Information

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