

		FOR BHF USE			

LL2

Supportive Living Facility

2012

STATE OF ILLINOIS

DEPARTMENT OF HEALTHCARE & FAMILY SERVICES

COST REPORT FOR

SUPPORTIVE LIVING FACILITIES

(FISCAL YEAR 2012)

IMPORTANT NOTICE

THIS AGENCY IS REQUESTING DISCLOSURE OF INFORMATION THAT IS NECESSARY TO ACCOMPLISH THE STATUTORY PURPOSE AS OUTLINED IN SECTION 146.265 OF THE 89 IL ADMIN CODE. DISCLOSURE OF THIS INFORMATION IS MANDATORY. FAILURE TO PROVIDE ANY INFORMATION ON OR BEFORE THE DUE DATE WILL RESULT IN CESSATION OF PROGRAM PAYMENTS.

I. Facility ID Number: 1000007

Facility Name: Heritage Woods of Ottawa

Address: 801 East Etna Road Ottawa 61350

Number City Zip Code

County: LaSalle

Telephone Number: 815-431-1400 Fax # 815-431-9147

Federal Employer ID Number: _____

Date Current Owners were Certified: 10/25/07

Type of Ownership:

☐	VOLUNTARY, NON-PROFIT	☐	PROPRIETARY	☐	GOVERNMENTAL
☐	Charitable Corp.	☐	Individual	☐	State
☐	Trust	☐	Partnership	☐	County
IRS Exemption Code _____		☐	Corporation	☐	Other _____
		☐	"Sub-S" Corp.	☐	_____
		☒	Limited Liability Co.	☐	_____
		☐	Trust	☐	_____
		☐	Other	☐	_____

In the event there are further questions about this report, please contact:

Name: Selena Edgington Telephone Number: 815-935-1992 EXT 232

Email Address: _____

II. CERTIFICATION BY AUTHORIZED FACILITY OFFICER

I have examined the contents of the accompanying report to the State of Illinois, for the period from 01/01/12 to 12/31/12 and certify to the best of my knowledge and belief that the said contents are true, accurate and complete statements in accordance with applicable instructions. Declaration of preparer (other than provider) is based on all information of which preparer has any knowledge.

Intentional misrepresentation or falsification of any information in this cost report may be punishable by fine and/or imprisonment.

Officer or
Administrator
of Provider

(Signed) _____ 4/29/2013
(Date)

(Type or Print Name) David J. Mitchell

(Title) CFO, BMA Management, LTD.

Paid
Preparer

(Signed) _____
(Date)

(Print Name and Title) _____

(Firm Name & Address) _____

(Telephone) () Fax # ()

MAIL TO: BUREAU OF HEALTH FINANCE
IL DEPT OF HEALTHCARE AND FAMILY SERVICES
201 S. Grand Avenue East
Springfield, IL 62763-0001 Phone # (217) 782-1630

Facility Name **Heritage Woods of Ottawa**

Report Period Beginning: 01/01/12 Ending: 12/31/12

III. STATISTICAL DATA

A. Certified units; enter number of units and unit days

Date of change in certified units

1		2		3		4	
	Units at Beginning of Report Period	Type of Apartment	Units at End of Report Period	Unit Days During Report Period			
1	76	Single Unit Apartment	76	27,816	1		
2	8	Double Unit Apartment	8	2,928	2		
3		Other			3		
4	84	TOTALS	84	30,744	4		

B. Census-For the entire report period.

	1 Type of Unit	2 3 4 5 Resident Days by Unit and Primary Source of Payment				
		Medicaid Recipient	Private Pay	Other	Total	
5	Single Unit	11,124	18,942		30,066	5
6	Double Unit					6
7	Other					7
8	TOTALS	11,124	18,942		30,066	8

C. Percent Occupancy. (Column 5, line 8 divided by total certified bed days on line 4, column 4.) 97.79%

D. Indicate the number of paid bed-hold days the SLF had during this year

262 Also, indicate the number of unpaid bed-hold days the SLF
had during this year. **4 (Do not include bed-hold days in Section B.)**

E. Does page 3 include expenses for services or investments not directly related to SLF services?

YES ☐ NO ☒

F. Does the BALANCE SHEET reflect any non-SLF assets?

YES ☐ NO ☒

**G. List all services provided by your facility for non-residents.
(E.g., day care, "meals on wheels", outpatient therapy)**

H. ACCOUNTING BASIS

ACCUAL		MODIFIED	
	X	CASH*	
		CASH*	

I. Is your fiscal year identical to your tax year? ☒ YES ☐ NO

Tax Year: 2012 **Fiscal Year:** 2012

* All facilities other than governmental must report on the accrual basis.

J. Does the facility have any Illinois Housing Development Authority Loans outstanding? NO If yes, did the facility make all of the required payments of interest and principle? _____
If no, explain.

K. Does the facility have any loans from the Federal Home Loan Bank outstanding? NO If yes, did the facility make all of the required payments of interest and principle? _____
If no, explain.

L. Does the facility have any loans from the IL Dept of Commerce and Economic Opportunity outstanding? NO If yes, did the facility make all of the required payments of interest and principle? _____
If no, explain.

STATE OF ILLINOIS

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Facility Name: Heritage Woods of Ottawa

Report Period Beginning:

01/01/12

Ending:

12/31/12

IV. COST CENTER EXPENSES (please round to the nearest dollar)

Operating Expenses		Costs Per General Ledger				Reclassifications and Adjustments	Adjusted Total	
		Salary/Wage 1	Supplies 2	Other 3	Total 4			
	A. General Services							
1	Dietary and Food Purchase	206,104	152,654	1,792	360,550		360,550	1
2	Housekeeping, Laundry and Maintenance	87,352	19,240	81,374	187,966		187,966	2
3	Heat and Other Utilities			123,040	123,040	(17,358)	105,682	3
4	Other (specify):			8,300	8,300		8,300	4
5	TOTAL General Services	293,456	171,894	214,506	679,856	(17,358)	662,498	5
	B. Health Care and Programs							
6	Health Care/ Personal Care	367,089	2,917		370,006		370,006	6
7	Activities and Social Services	23,721	4,199		27,920		27,920	7
8	Other (specify):							8
9	TOTAL Health Care and Programs	390,810	7,116		397,926		397,926	9
	C. General Administration							
10	Administrative and Clerical	129,087	10,628	846,186	985,901	(21,595)	964,306	10
11	Marketing Materials, Promotions and Advertising	5,169	5,600	23,480	34,249		34,249	11
12	Employee Benefits and Payroll Taxes			223,738	223,738		223,738	12
13	Insurance-Property, Liability and Malpractice			15,025	15,025		15,025	13
14	Other (specify):			10,611	10,611		10,611	14
15	TOTAL General Administration	134,256	16,228	1,119,040	1,269,524	(21,595)	1,247,929	15
16	TOTAL Operating Expense (Sum of lines 5, 9 and 15)	818,522	195,238	1,333,546	2,347,306	(38,953)	2,308,353	16
	Capital Expenses							
	D. Ownership							
17	Depreciation							17
18	Interest			4,176	4,176		4,176	18
19	Real Estate Taxes							19
20	Rent -- Facility and Grounds							20
21	Rent -- Equipment							21
22	Other (specify):			510	510		510	22
23	TOTAL Ownership			4,686	4,686		4,686	23
24	GRAND TOTAL (Sum of lines 16 and 23)	818,522	195,238	1,338,232	2,351,992	(38,953)	2,313,039	24

Facility Name: Heritage Woods of Ottawa

Report Period Beginning 01/01/12 Ending: 12/31/12

V. STAFFING AND SALARY COSTS (Please report each line separately.)

	Personnel	Number of FTE	Average Hourly Wage	
1	Registered Nurses	1	\$ 24.20	1
2	Licensed Practical Nurses	1	11.08	2
3	Certified Nurse Assistants	13	10.28	3
4	Activity Director & Assistants	1	11.80	4
5	Social Service Workers			5
6	Head Cook	1	18.44	6
7	Cook Helpers/Assistants	9	9.41	7
8	Dishwashers			8
9	Maintenance Workers	1	16.42	9
10	Housekeepers	3	9.09	10
11	Laundry			11
12	Managers	1	27.28	12
13	Other Administrative			13
14	Clerical	1	13.17	14
15	Marketing	1	19.62	15
16	Other			16
17	Total (lines 1 thru 16)	33	\$	17

VII. RELATED ORGANIZATIONS

A. Enter below the names of all related organizations. Attach an additional schedule if necessary.

RELATED SLF's & HEALTH CARE BUSINESSES

Name 1	City 2
DSI FLORA OPERATOR	FLORA
DSI MANTENO OPERATOR	MANTENO
DSI WATSEKA OPERATOR	WATSEKA

OTHER RELATED BUSINESS ENTITIES

Name 3	City 4	Type of Business 5

B. Does your facility receive services from a parent organization or home office; the costs for which were not included on page 3? YES ☐ NO ☒
Name of related entity: _____ If yes, what is the value of those services? \$ _____
(Please attach a separate schedule itemizing those services.)

C. Does page 3 include any costs derived from transactions (including rent) with related parties? YES ☐ NO ☒
If so, please attach a separate schedule detailing the nature of those services, their costs as they appear on your books and the underlying cost to the related party (i.e., not including markup).

VI. (A) STATEMENT OF COMPENSATION AND OTHER PAYMENTS TO OWNERS, RELATIVES AND MEMBERS OF THE BOARD OF DIRECTORS.

	NAME and FUNCTION	Ownership Interest	Average Hours Per Work Week Devoted to this Business	Amount of Compensation for this Reporting Period	
1				\$	1
2					2
3					3
4					4
5					5
Total				\$	6

VI. (B) Management fees paid to unrelated parties Amount of Fee

1	BMA MANAGEMENT, LTD	\$ 137,993	1
2			2
Total		\$ 137,993	3

VIII. OWNERSHIP COSTS

A. Purchase price of land Year land was acquired

B. Building Depreciation -- Including Fixed Equipment. Round all numbers to the nearest dollar. *Total units on this schedule must agree with page 2.

	1 Units*	FOR BHF USE ONLY	2 Year Acquired	3 Year Constructed	4 Cost	5 Current Book Depreciation	6 Life in Years	7 Straight Line Depreciation	8 Adjustments	9 Accumulated Depreciation	
1					\$	\$		\$	\$	\$	1
2											2
3											3
4											4
5											5
	Improvement Type										
6											6
7											7
8											8
9											9
10											10
11											11
12											12
13											13
14											14
15											15
16											16
17	TOTAL (lines 1 thru 16)				\$	\$		\$	\$	\$	17

C. Equipment Depreciation -- Including Transportation.

	Type	1 Cost	2 Current Book Depreciation	3 Straight Line Depreciation	4 Adjustments	5 Life in Years	6 Accumulated Depreciation	
18	Movable Equipment	\$	\$	\$	\$		\$	18
19	Vehicles							19
20	TOTAL (lines 18 and 19)	\$	\$	\$	\$		\$	20

D. Depreciable Non-Care Assets Included in General Ledger.

	1 Description and Year Acquired	2 Cost	3 Current Book Depreciation	4 Accumulated Depreciation	
21		\$	\$	\$	21
22					22
23					23
24	TOTALS (lines 21, 22 and 23)	\$	\$	\$	24

Facility Name: Heritage Woods of Ottawa Report Period Beginning: 01/01/12 Ending: 12/31/12

IX. RENTAL COSTS

A. Building and Fixed Equipment

1. Name of Party Holding Lease: DSI Ottawa Owner LLC

2. Does the facility also pay real estate taxes in addition to rental amount shown below on line 7, column 4? YES NO

		1	2	3	4	5	6	
		Year Constructed	Number of Units	Date of Lease	Rental Amount	Total Yrs. of Lease	Total Years Renewal Option*	
3	Original Building	1999	84	10/24/07	\$ 621,995	30		3
4	Additions			/ /				4
5				/ /				5
6				/ /				6
7	TOTAL		84		\$ 621,995			7

8. Is movable equipment rental included in building rental?
YES NO

9. Rental amount for movable equipment \$

10. If the facility rents any vehicles which are used for care-related purposes, please attach a schedule detailing the model year and make, the rental expense for this period and the use of the vehicle.

X. INTEREST EXPENSE

	1	2		3	4	6		7	8	9	
	Name of Lender	Related**		Purpose of Loan	Date of Note	Amount of Note		Maturity Date	Interest Rate (4 Digits)	Reporting Period Int. Expense	
		YES	NO			Original	Balance				
	A. Directly Facility Related										
	Long-Term										
1					/ /	\$		/ /		\$	1
2					/ /			/ /			2
3					/ /			/ /			3
	Working Capital										
4	PEOPLES BANK		X	LINE OF CREDIT	11/28/12	460,000	44,130	11/26/13	VARIABLE	4,176	4
5					/ /			/ /			5
6					/ /			/ /			6
7	TOTAL Facility Related					\$ 460,000	\$ 44,130			\$ 4,176	7
	B. Non-Facility Related										
8					/ /			/ /			8
9					/ /			/ /			9
10	TOTALS (lines 7, 8 and 9)					\$ 460,000	\$ 44,130			\$ 4,176	10

* If there is an option to buy the building, please provide complete details on an attached schedule.
** If there is any overlap in ownership between the facility and the lender, this must be indicated in column 2.

Facility Name: Heritage Woods of Ottawa

Report Period Beginning: 01/01/12

Ending:

12/31/12

XI. BALANCE SHEET - Unrestricted Operating Fund.

As of 12/31/12

(last day of reporting year)

		1 Operating	2 After Consolidation*	
	A. Current Assets			
1	Cash on Hand and in Banks	\$ 5,892	\$	1
2	Cash-Patient Deposits	15,187		2
3	Accounts & Short-Term Notes Receivable- Patients (less allowance)	350,063		3
4	Supply Inventory (priced at)			4
5	Short-Term Investments			5
6	Prepaid Insurance	21,060		6
7	Other Prepaid Expenses	9,609		7
8	Accounts Receivable (owners or related parties)			8
9	Other(specify):			9
10	TOTAL Current Assets (sum of lines 1 thru 9)	\$ 401,811	\$	10
	B. Long-Term Assets			
11	Long-Term Notes Receivable			11
12	Long-Term Investments			12
13	Land			13
14	Buildings, at Historical Cost			14
15	Leasehold Improvements, at Historical Cost			15
16	Equipment, at Historical Cost			16
17	Accumulated Depreciation (book methods)			17
18	Deferred Charges			18
19	Organization & Pre-Operating Costs			19
20	Accumulated Amortization - Organization & Pre-Operating Costs			20
21	Restricted Funds			21
22	Other Long-Term Assets (specify):			22
23	Other(specify):			23
24	TOTAL Long-Term Assets (sum of lines 11 thru 23)	\$	\$	24
25	TOTAL ASSETS (sum of lines 10 and 24)	\$ 401,811	\$	25

		1 Operating	2 After Consolidation*	
	C. Current Liabilities			
26	Accounts Payable	\$ 88,811	\$	26
27	Officer's Accounts Payable			27
28	Accounts Payable-Patient Deposits			28
29	Short-Term Notes Payable			29
30	Accrued Salaries Payable	43,172		30
31	Accrued Taxes Payable			31
32	Accrued Interest Payable			32
33	Deferred Compensation			33
34	Federal and State Income Taxes			34
	Other Current Liabilities(specify):			
35	See Page 7 Attachment	70,662		35
36				36
37	TOTAL Current Liabilities (sum of lines 26 thru 36)	\$ 202,645	\$	37
	D. Long-Term Liabilities			
38	Long-Term Notes Payable			38
39	Mortgage Payable			39
40	Bonds Payable			40
41	Deferred Compensation			41
	Other Long-Term Liabilities(specify):			
42				42
43				43
44	TOTAL Long-Term Liabilities (sum of lines 38 thru 43)	\$	\$	44
45	TOTAL LIABILITIES (sum of lines 37 and 44)	\$ 202,645	\$	45
46	TOTAL EQUITY	\$ 199,166	\$	46
47	TOTAL LIABILITIES AND EQUITY (sum of lines 45 and 46)	\$ 401,811	\$	47

*(See instructions.)

Facility Name: Heritage Woods of Ottawa

Report Period Beginning: 01/01/12

Ending:

12/31/12

XII. INCOME STATEMENT (attach any explanatory footnotes necessary to reconcile this Schedule to Schedule IV.)

	Revenue	Amount	
	A. SLF Resident Care		
1	Gross SLF Resident Revenue	\$ 2,980,267	1
2	Discounts and Allowances	(9,320)	2
3	SUBTOTAL Resident Care (line 1 minus line 2)	\$ 2,970,947	3
	B. Other Operating Revenue		
4	Special Services	97,942	4
5	Other Health Care Services		5
6	Special Grants		6
7	Gift and Coffee Shop		7
8	Barber and Beauty Care	30,200	8
9	Non-Resident Meals	2,746	9
10	Laundry		10
11	SUBTOTAL OTHER OPERATING REVENUE (sum of lines 4 thru 10)	\$ 130,888	11
	C. Non-Operating Revenue		
12	Contributions		12
13	Interest and Other Investment Income	8,730	13
14	SUBTOTAL Non-Operating Revenue (sum of lines 12 and 13)	\$ 8,730	14
	D. Other Revenue (specify):		
15			15
16			16
17	SUBTOTAL Other Revenue (sum of lines 15 and 16)	\$	17
18	TOTAL REVENUE (sum of lines 3, 11, 14 and 17)	\$ 3,110,565	18

	Expenses	Amount	
	A. Operating Expenses		
19	General Services	679,856	19
20	Health Care/ Personal Care	397,926	20
21	General Administration	1,269,524	21
	B. Capital Expense		
22	Ownership	4,686	22
	C. Other Expenses		
23	Special Cost Centers		23
24	Non-Operating Expenses		24
25	Other (specify):		25
26			26
27			27
28	TOTAL EXPENSES (sum of lines 19 thru 27)	\$ 2,351,992	28
29	Income Before Income Taxes (line 18 minus line 28)	\$ 758,573	29
30	Income Taxes	\$	30
31	NET INCOME OR LOSS FOR THE YEAR (line 29 minus line 30)	\$ 758,573	31

COST CENTER EXPENSES

A. General Services - Other

Exterminating	1,015
Rubbish Removal	6,785
Vehicle Expense	
Transportation Service	41
Water Softener	459
Misc Operating	
Total	8,300

C. General Administration - Other

Consulting	3,265
Legal	327
Accounting	55
Audit	5,020
Contract labor	1,200
Bad Debt	744
Total	10,611

D. Ownership

Letter of Credit	510
Mortgage Insurance Premium	
Mortgage Service Fee	
Partnership Management Fee	
Asset Management Fee	
Incentive Manangement Fee	
Tax Credit Fee & Incentive Fee	
Amortization Expense	

Remarketing and Trustee Fee
Property Damage Loss
Interest Income

Total	510
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Reclassifications and Adjustments

Heat & Other Utilities	(17,358) Cable
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Administrative and Clerical	(21,595) Telephone Revenue
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BALANCE SHEET

C. Current Liabilities

Accrued Liabilities	12,985
Line of Credit	44,129
Security Deposits	10,452
Accrued Incentive Mgmt Fee	
Unclaimed Property	301
Unearned Revenue	1,195
Accrued Developer Fee	
Reservation Deposit	1,600

Total Other Current Liabilities 70,662