

		FOR BHF USE			

LL2

Supportive Living Facility

2014

STATE OF ILLINOIS

DEPARTMENT OF HEALTHCARE & FAMILY SERVICES

COST REPORT FOR

SUPPORTIVE LIVING FACILITIES

(FISCAL YEAR 2014)

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: 1000097

Facility Name: Glenhaven Gardens Alton

Address: 100 Glenhaven Drive Alton 62002

County: Madison

Telephone Number: (618) 462-1500 Fax # ()

Federal Employer ID Number: _____

Date Current Owners were Certified: 2008

Type of Ownership:

☐ VOLUNTARY, NON-PROFIT

☐ Charitable Corp.
 ☐ Trust

IRS Exemption Code _____

☒ PROPRIETARY

☐ Individual
 ☐ Partnership
 ☐ Corporation
 ☒ Limited Liability Co.
 ☐ Trust
 ☐ Other

☐ GOVERNMENTAL

☐ State
 ☐ County
 ☐ Other

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

Name: Dave Underwood

Telephone Number: () _____

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 01/01/14 to 12/31/14 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) _____

(Type or Print Name) David M. Underwood

(Title) Executive VP & CFO

Paid Preparer

(Signed) _____

(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

HFS 3745C (N-4-05)

IL478-2471

Report Period Beginning: 01/01/14 Ending: 12/31/14

Date of change in certified units

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.

None Also, indicate the number of unpaid bed-hold days the SLF had during this year. (Do not include bed-hold days in Section B.)

STATE OF ILLINOIS

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Facility Name: Glenhaven Gardens Alton

Report Period Beginning:

01/01/14

Ending:

12/31/14

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	234,954	221,715		456,669		456,669	1
2	Housekeeping, Laundry and Maintenance	92,710	75,133		167,843		167,843	2
3	Heat and Other Utilities			161,452	161,452		161,452	3
4	Other (specify):							4
5	TOTAL General Services	327,664	296,848	161,452	785,964		785,964	5
	B. Health Care and Programs							
6	Health Care/ Personal Care	391,996	1,829		393,825		393,825	6
7	Activities and Social Services	29,873	11,853		41,726		41,726	7
8	Other (specify):			19,844	19,844		19,844	8
9	TOTAL Health Care and Programs	421,869	13,682	19,844	455,395		455,395	9
	C. General Administration							
10	Administrative and Clerical	165,417	14,721	208,543	388,681	(38,599)	350,082	10
11	Marketing Materials, Promotions and Advertising			61,331	61,331		61,331	11
12	Employee Benefits and Payroll Taxes			251,441	251,441		251,441	12
13	Insurance-Property, Liability and Malpractice			60,452	60,452		60,452	13
14	Other (specify):							14
15	TOTAL General Administration	165,417	14,721	581,767	761,905	(38,599)	723,306	15
16	TOTAL Operating Expense (Sum of lines 5, 9 and 15)	914,950	325,251	763,063	2,003,264	(38,599)	1,964,665	16
	Capital Expenses							
	D. Ownership							
17	Depreciation			335,625	335,625		335,625	17
18	Interest			339,568	339,568	(6,358)	333,210	18
19	Real Estate Taxes			66,442	66,442		66,442	19
20	Rent -- Facility and Grounds			64,726	64,726		64,726	20
21	Rent -- Equipment			2,624	2,624		2,624	21
22	Other (specify):							22
23	TOTAL Ownership			808,985	808,985	(6,358)	802,627	23
24	GRAND TOTAL (Sum of lines 16 and 23)	914,950	325,251	1,572,048	2,812,249	(44,957)	2,767,292	24

Facility Name: Glenhaven Gardens Alton

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

	Personnel	Number of FTE	Average Hourly Wage	
1	Registered Nurses	1.89	\$ 26.87	1
2	Licensed Practical Nurses	0.33	19.01	2
3	Certified Nurse Assistants	11.77	10.72	3
4	Activity Director & Assistants	0.96	11.17	4
5	Social Service Workers	0.20	15.38	5
6	Head Cook			6
7	Cook Helpers/Assistants	10.84	10.15	7
8	Dishwashers			8
9	Maintenance Workers	0.80	18.73	9
10	Housekeepers	2.98	9.36	10
11	Laundry			11
12	Managers			12
13	Other Administrative	2.89	15.66	13
14	Clerical			14
15	Marketing			15
16	Other			16
17	Total (lines 1 thru 16)	32.66	\$ 12.10	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

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	Heritage Operations Group LLC	\$ 157,905	1
2			2
Total		\$ 157,905	3

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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	92			2008	\$ 7,911,497	\$ 300,996		\$ 319,495	\$ 18,499	\$ 1,972,209	1
2				2011	10,106						2
3				2012	29,640						3
4				2013	69,657						4
5											5
	Improvement Type										
6	Carpet installation			2014	3,667						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)				\$ 8,024,567	\$ 300,996		\$ 319,495	\$ 18,499	\$ 1,972,209	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	\$ 1,114,202	\$ 34,629	\$ 34,629	\$		\$ 1,038,577	18
19	Vehicles							19
20	TOTAL (lines 18 and 19)	\$ 1,114,202	\$ 34,629	\$ 34,629	\$		\$ 1,038,577	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

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IX. RENTAL COSTS

A. Building and Fixed Equipment

1. Name of Party Holding Lease: None

2. Does the facility also pay real estate taxes in addition to rental amount shown below on line 7, column 4?

YES

NO

		1 Year Constructed	2 Number of Units	3 Date of Lease	4 Rental Amount	5 Total Yrs. of Lease	6 Total Years Renewal Option*	
3	Original Building			/ /	\$			3
4	Additions			/ /				4
5				/ /				5
6				/ /				6
7	TOTAL				\$			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	Illinois National Bank			Mortgage	/ /	\$	7,493,376	/ /		\$ 339,568	1
2					/ /			/ /			2
3					/ /			/ /			3
	Working Capital										
4					/ /			/ /			4
5					/ /			/ /			5
6					/ /			/ /			6
7	TOTAL Facility Related					\$	7,493,376			\$ 339,568	7
	B. Non-Facility Related										
8	Interest				/ /			/ /		-6,358	8
9					/ /			/ /			9
10	TOTALS (lines 7, 8 and 9)					\$	7,493,376			\$ 333,210	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.

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XI. BALANCE SHEET - Unrestricted Operating Fund.

As of 12/31/14

(last day of reporting year)

		1 Operating	2 After Consolidation*	
	A. Current Assets			
1	Cash on Hand and in Banks	\$ 356,187	\$	1
2	Cash-Patient Deposits			2
3	Accounts & Short-Term Notes Receivable- Patients (less allowance)	446,472		3
4	Supply Inventory (priced at)			4
5	Short-Term Investments			5
6	Prepaid Insurance	33,750		6
7	Other Prepaid Expenses			7
8	Accounts Receivable (owners or related parties)			8
9	Other(specify): <u>Resident Trust</u>			9
10	TOTAL Current Assets (sum of lines 1 thru 9)	\$ 836,409	\$	10
	B. Long-Term Assets			
11	Long-Term Notes Receivable			11
12	Long-Term Investments			12
13	Land	193,698		13
14	Buildings, at Historical Cost	7,830,868		14
15	Leasehold Improvements, at Historical Cost			15
16	Equipment, at Historical Cost	1,114,202		16
17	Accumulated Depreciation (book methods)	(3,010,786)		17
18	Deferred Charges	465,251		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)	\$ 6,593,233	\$	24
25	TOTAL ASSETS (sum of lines 10 and 24)	\$ 7,429,642	\$	25

		1 Operating	2 After Consolidation*	
	C. Current Liabilities			
26	Accounts Payable	\$ 81,976	\$	26
27	Officer's Accounts Payable			27
28	Accounts Payable-Patient Deposits			28
29	Short-Term Notes Payable			29
30	Accrued Salaries Payable	67,654		30
31	Accrued Taxes Payable	68,620		31
32	Accrued Interest Payable	28,100		32
33	Deferred Compensation			33
34	Federal and State Income Taxes			34
	Other Current Liabilities(specify):			
35				35
36				36
37	TOTAL Current Liabilities (sum of lines 26 thru 36)	\$ 246,350	\$	37
	D. Long-Term Liabilities			
38	Long-Term Notes Payable			38
39	Mortgage Payable	7,493,376		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)	\$ 7,493,376	\$	44
45	TOTAL LIABILITIES (sum of lines 37 and 44)	\$ 7,739,726	\$	45
46	TOTAL EQUITY	\$ (310,084)	\$	46
47	TOTAL LIABILITIES AND EQUITY (sum of lines 45 and 46)	\$ 7,429,642	\$	47

*(See instructions.)

Facility Name: Glenhaven Gardens Alton

Report Period Beginning: 01/01/14

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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	\$ 3,135,000	1
2	Discounts and Allowances		2
3	SUBTOTAL Resident Care (line 1 minus line 2)	\$ 3,135,000	3
	B. Other Operating Revenue		
4	Special Services		4
5	Other Health Care Services		5
6	Special Grants		6
7	Gift and Coffee Shop		7
8	Barber and Beauty Care	21,550	8
9	Non-Resident Meals		9
10	Laundry		10
11	SUBTOTAL OTHER OPERATING REVENUE (sum of lines 4 thru 10)	\$ 21,550	11
	C. Non-Operating Revenue		
12	Contributions		12
13	Interest and Other Investment Income	6,358	13
14	SUBTOTAL Non-Operating Revenue (sum of lines 12 and 13)	\$ 6,358	14
	D. Other Revenue (specify):		
15			15
16	Other	1,559	16
17	SUBTOTAL Other Revenue (sum of lines 15 and 16)	\$ 1,559	17
18	TOTAL REVENUE (sum of lines 3, 11, 14 and 17)	\$ 3,164,467	18

	Expenses	Amount	
	A. Operating Expenses		
19	General Services	785,964	19
20	Health Care/ Personal Care	455,395	20
21	General Administration	761,905	21
	B. Capital Expense		
22	Ownership	808,985	22
	C. Other Expenses		
23	Special Cost Centers		23
24	Non-Operating Expenses		24
25	Other (specify): Sales Tax	1,784	25
26			26
27			27
28	TOTAL EXPENSES (sum of lines 19 thru 27)	\$ 2,814,033	28
29	Income Before Income Taxes (line 18 minus line 28)	\$ 350,434	29
30	Income Taxes	\$	30
31	NET INCOME OR LOSS FOR THE YEAR (line 29 minus line 30)	\$ 350,434	31

Description	G/L Balance	Cost Rpt Grouping	Sch 5 pg 3 Line #	Sch 5 pg 3 Col #	Sch 6 pg 3 Line #	Adjustment Amount			
PETTY CASH	356,187						1,009	1,009	PETTY CASH 356,187
CASH IN BANK							1,100	1,100	ACCTS RECEI 507,846
CASH IN BANK-PAYROLL							1,101	1,101	ALLOW. FOR -61,374
ACCOUNTS RECEIVABLE	446,472						1,110	1,110	ACCTS RECEIV-M/C
MEDICARE RECEIVABLES							1,125	1,125	ACCTS RECEIV-IPA
IPA INCOME RECEIVABLE							1,135	1,135	ACCTS RECEIV-IC
MEDICARE COST REPORT							1,140	1,140	UNAPPLIED CASH RECEIPTS
ACCOUNTS RECEIVABLE-IC							1,145	1,145	A/R SUSPENSE-REFUNDS
UNAPPLIED CASH RECEIPTS							1,200	1,200	PREPAID INSU 33,750
A/R SUSPENSE-REFUNDS							1,220	1,220	OTHER PREPAID EXPENSES
ACCRUED INTEREST REC							1,300	1,300	DIETARY INVENTORY
PREPAID INSURANCE	33,750						1,310	1,310	SUPPLIES INVENTORY
OTHER PREPAID EXPENSES							1,320	1,320	LINEN INVENTORY
FOOD INVENTORY							1,409	1,409	LAND 193,698
SUPPLIES INVENTORY							1,450	1,450	FURNITURE & 1,114,202
LAND	193,698						1,460		-1,038,577
FURNITURE & EQUIPMENT	1,114,202						1,475	1,475	BUILDING 7,830,868
ACCUM DEPR-FURN & EQUIP	-1,038,577						1,490	1,490	ACCUM DEPR -1,972,209
BUILDING & IMPROVEMENT	7,830,868						1,530	1,530	RESIDENT FU 0
ACCUM DEPR-BUILDING	-1,972,209						1,550	1,550	LOAN FEES 465,251
RESIDENT FUNDS	0						1,551	1,551	LOAN FEES ADDED
LOAN FEES	465,251						1,850	1,850	INTERCOMPA 0
REAL ESTATE TAX ESCROW							2,010	2,010	ACCOUNTS P. -81,976
REIMBURSABLE PURCHASES							2,100	2,095	BONUSES PAYABLE
INTRACOMPANY	0						2,100	2,100	ACCRUED PA -43,260
ACCOUNTS PAYABLE	-81,976						2,100	2,100	PR CLEARING-BENEFITS
BONUSES PAYABLE							2,100	2,100	PR CLEARING-LABOR
ACCRUED PAYROLL	-43,260						2,110	2,110	ACCRUED PTG -29,710
ACCRUED VACATION PAY	-29,710						2,120	2,120	U.C. TAXES PAYABLE
UC TAXES PAYABLE							2,125	2,125	FICA TAXES F 5,316
FICA TAX PAYABLE	5,316	5,316					2,130	2,130	FEDERAL W/H TAX PAYABLE
FIT PAYABLE							2,140	2,140	STATE W/H TAX PAYABLE
STATE W/H PAYABLE			0				2,152	2,152	WORKERS COMP ACCRUAL
EARNED INCOME CREDIT							2,225	2,225	EMPLOYEEE INSURANCE REFUND

UC FED CREDIT REDUCTION
PAYROLL SAVINGS

2,230
2,235

2,230 PAYROLL SAVINGS
2,240 UNITED FUND

