

		FOR BHF USE			

LL2

Supportive Living Facility

2018

STATE OF ILLINOIS

DEPARTMENT OF HEALTHCARE & FAMILY SERVICES

COST REPORT FOR

SUPPORTIVE LIVING FACILITIES

(FISCAL YEAR 2018)

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: 1000082

Facility Name: The Manor at Craig Farm

Address: 3030 State Street Chester 62233

Number City Zip Code

County: Perry

Telephone Number: ( 618 ) 826-1400 Fax # (618 ) 826-7022

Federal Employer ID Number:

Date Current Owners were Certified: 08/16/2007

Type of Ownership:

<input type="checkbox"/>	VOLUNTARY, NON-PROFIT	<input checked="" type="checkbox"/>	PROPRIETARY	<input type="checkbox"/>	GOVERNMENTAL
<input type="checkbox"/>	Charitable Corp.	<input type="checkbox"/>	Individual	<input type="checkbox"/>	State
<input type="checkbox"/>	Trust	<input checked="" type="checkbox"/>	Partnership	<input type="checkbox"/>	County
IRS Exemption Code		<input type="checkbox"/>	Corporation	<input type="checkbox"/>	Other
		<input type="checkbox"/>	"Sub-S" Corp.		
		<input type="checkbox"/>	Limited Liability Co.		
		<input type="checkbox"/>	Trust		
		<input type="checkbox"/>	Other		

II. CERTIFICATION BY AUTHORIZED FACILITY OFFICER

I have examined the contents of the accompanying report to the State of Illinois, for the period from 01/01/18 to 12/31/18 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) (Date)

(Type or Print Name) J. Michael Greer

(Title) Partner

Paid Preparer

(Signed) (Date)

(Print Name and Title) Deborah J. Edwards CPA

(Firm Name & Address) Creason-Edwards & Cimarolli, PC 2810 Frank Scott Pkwy Ste 704, Belleville, IL 62223

(Telephone) (618 ) 233-1001 Fax 618-233-6009

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

Name: Deborah J. Edwards Telephone Number: ( 618 ) 233-1001

Email Address:

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

**Report Period Beginning: 01/01/18 Ending: 12/31/18****Date of change in certified units**

11 / 11

**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 principal? \_\_\_\_\_**  
**If no, explain.**

**139** Also, indicate the number of unpaid bed-hold days the SLF  
had during this year. **263 (Do not include bed-hold days in Section B.)**

## STATE OF ILLINOIS

Page 3

Facility Name: The Manor at Craig Farm

Report Period Beginning:

01/01/18

Ending:

12/31/18

## 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			
	<b>A. General Services</b>							
1	Dietary and Food Purchase	112,726	109,353	2,409	224,488	(6,864)	217,624	1
2	Housekeeping, Laundry and Maintenance	79,366	30,330	26,545	136,241		136,241	2
3	Heat and Other Utilities			53,400	53,400	(3,510)	49,890	3
4	Other (specify): Waste Removal			7,211	7,211		7,211	4
5	<b>TOTAL General Services</b>	192,092	139,683	89,565	421,340	(10,374)	410,966	5
	<b>B. Health Care and Programs</b>							
6	Health Care/ Personal Care	266,240	3,479	10,428	280,147		280,147	6
7	Activities and Social Services	28,893	7,745	1,110	37,748	(1,110)	36,638	7
8	Other (specify):							8
9	<b>TOTAL Health Care and Programs</b>	295,133	11,224	11,538	317,895	(1,110)	316,785	9
	<b>C. General Administration</b>							
10	Administrative and Clerical	81,533	8,889	153,603	244,025		244,025	10
11	Marketing Materials, Promotions and Advertising		39,181	7,345	46,526		46,526	11
12	Employee Benefits and Payroll Taxes			64,361	64,361		64,361	12
13	Insurance-Property, Liability and Malpractice			21,281	21,281		21,281	13
14	Other (specify):							14
15	<b>TOTAL General Administration</b>	81,533	48,070	246,590	376,193		376,193	15
16	<b>TOTAL Operating Expense (Sum of lines 5, 9 and 15)</b>	568,758	198,977	347,693	1,115,428	(11,484)	1,103,944	16
	<b>Capital Expenses</b>							
	<b>D. Ownership</b>							
17	Depreciation			190,026	190,026	2,674	192,700	17
18	Interest			177,991	177,991		177,991	18
19	Real Estate Taxes			21,000	21,000		21,000	19
20	Rent -- Facility and Grounds							20
21	Rent -- Equipment			1,987	1,987		1,987	21
22	Other (specify): Attachment 1			9,570	9,570	(7,822)	1,748	22
23	<b>TOTAL Ownership</b>			400,574	400,574	(5,148)	395,426	23
24	<b>GRAND TOTAL (Sum of lines 16 and 23)</b>	568,758	198,977	748,267	1,516,002	(16,632)	1,499,370	24

Facility Name: The Manor at Craig Farm

Report Period Beginning 01/01/18 Ending: 12/31/18

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

	Personnel	Number of FTE	Average Hourly Wage	
1	Registered Nurses	1	\$ 25.00	1
2	Licensed Practical Nurses	3	18.24	2
3	Certified Nurse Assistants	8	9.85	3
4	Activity Director & Assistants	1	13.78	4
5	Social Service Workers			5
6	Head Cook	1	14.05	6
7	Cook Helpers/Assistants	3	10.11	7
8	Dishwashers	1	8.92	8
9	Maintenance Workers	1	9.88	9
10	Housekeepers	1	9.32	10
11	Laundry	1	10.73	11
12	Managers	1	27.08	12
13	Other Administrative			13
14	Clerical	1	13.73	14
15	Marketing			15
16	Other	1	10.31	16
17	Total (lines 1 thru 16)	24	\$	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
Clinton Manor Nursing Home	New Baden
The Manor at Mason Woods	Pinckneyville
The Manor at Salem Woods	Salem
Jerseyville Estates	Jerseyville

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? \$

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		\$	1
2			2
Total		\$	3

OTHER RELATED BUSINESS ENTITIES

Name 3	City 4	Type of Business 5
Greer Management Services	Carlyle	Management Co

Facility Name: The Manor at Craig Farm

Report Period Beginning:

01/01/18

Ending:

12/31/18

**VIII. OWNERSHIP COSTS**A. Purchase price of land 64,744 Year land was acquired 2007 & 2010

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	40		2007	2007	\$ 4,018,051	\$ 146,111	28	\$ 146,111	\$	\$ 1,655,924	1
2	10		2010	2010	900,000	32,727	28	32,727		289,090	2
3											3
4											4
5											5
	Improvement Type										
6	Flooring		2010		2,206		5			2,206	6
7	Hardwood Flooring		2015		6,054	220	28	220		752	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)				\$ 4,926,311	\$ 179,058		\$ 179,058	\$	\$ 1,947,972	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	\$ 294,729	\$ 4,579	\$ 7,253	2,674	5	\$ 285,191	18
19	Vehicles	31,945	6,389	6,389		5	14,908	19
20	TOTAL (lines 18 and 19)	\$ 326,674	\$ 10,968	\$ 13,642	2,674		\$ 300,099	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:      The Manor at Craig Farm

Report Period Beginning:      01/01/18      Ending: 12/31/18

IX. RENTAL COSTS

A. Building and Fixed Equipment

1. Name of Party Holding Lease:      Greer Management Services, Inc. (Vehicle Lease)

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			/ /	\$			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	Buenn Vista National Bk		X	Mortgage	8/31/07	\$ 1,955,000	\$ 1,657,220	8/31/27	7.6000	\$ 129,015	1
2	IL Hsg Development Auth		X	Mortgage	12/31/06	1,000,000	1,000,000	12/31/27	1.0000	10,000	2
3	Murphy-Wall State Bank		X	Mortgage	8/4/10	900,000	631,040	8/4/30	6.0000	38,976	3
	Working Capital										
4					/ /			/ /			4
5					/ /			/ /			5
6					/ /			/ /			6
7	TOTAL Facility Related					\$ 3,855,000	\$ 3,288,260			\$ 177,991	7
	B. Non-Facility Related										
8					/ /			/ /			8
9					/ /			/ /			9
10	TOTALS (lines 7, 8 and 9)					\$ 3,855,000	\$ 3,288,260			\$ 177,991	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: The Manor at Craig Farm

Report Period Beginning: 01/01/18

Ending:

12/31/18

## XI. BALANCE SHEET - Unrestricted Operating Fund.

As of 12/31/18

(last day of reporting year)

		1 Operating	2 After Consolidation*	
	<b>A. Current Assets</b>			
1	Cash on Hand and in Banks	\$ 1,173,524	\$	1
2	Cash-Patient Deposits			2
3	Accounts & Short-Term Notes Receivable-Patients (less allowance )	161,800		3
4	Supply Inventory (priced at )			4
5	Short-Term Investments			5
6	Prepaid Insurance	16,550		6
7	Other Prepaid Expenses			7
8	Accounts Receivable (owners or related parties)			8
9	Other(specify):			9
10	<b>TOTAL Current Assets (sum of lines 1 thru 9)</b>	\$ 1,351,874	\$	10
	<b>B. Long-Term Assets</b>			
11	Long-Term Notes Receivable			11
12	Long-Term Investments			12
13	Land	64,744		13
14	Buildings, at Historical Cost	4,926,311		14
15	Leasehold Improvements, at Historical Cost			15
16	Equipment, at Historical Cost	326,674		16
17	Accumulated Depreciation (book methods)	(2,253,570)		17
18	Deferred Charges			18
19	Organization & Pre-Operating Costs	30,213		19
20	Accumulated Amortization - Organization & Pre-Operating Costs	(19,807)		20
21	Restricted Funds			21
22	Other Long-Term Assets (specify):			22
23	Other(specify):			23
24	<b>TOTAL Long-Term Assets (sum of lines 11 thru 23)</b>	\$ 3,074,565	\$	24
25	<b>TOTAL ASSETS (sum of lines 10 and 24)</b>	\$ 4,426,439	\$	25

		1 Operating	2 After Consolidation*	
	<b>C. Current Liabilities</b>			
26	Accounts Payable	\$ 11,881	\$	26
27	Officer's Accounts Payable			27
28	Accounts Payable-Patient Deposits			28
29	Short-Term Notes Payable			29
30	Accrued Salaries Payable	50,487		30
31	Accrued Taxes Payable	40,044		31
32	Accrued Interest Payable	10,377		32
33	Deferred Compensation			33
34	Federal and State Income Taxes			34
	<b>Other Current Liabilities(specify):</b>			
35	<b>Other Accrued Liabilities</b>	131,292		35
36				36
37	<b>TOTAL Current Liabilities (sum of lines 26 thru 36)</b>	\$ 244,081	\$	37
	<b>D. Long-Term Liabilities</b>			
38	Long-Term Notes Payable			38
39	Mortgage Payable	3,288,260		39
40	Bonds Payable			40
41	Deferred Compensation			41
	<b>Other Long-Term Liabilities(specify):</b>			
42				42
43				43
44	<b>TOTAL Long-Term Liabilities (sum of lines 38 thru 43)</b>	\$ 3,288,260	\$	44
45	<b>TOTAL LIABILITIES (sum of lines 37 and 44)</b>	\$ 3,532,341	\$	45
46	<b>TOTAL EQUITY</b>	\$ 894,098	\$	46
47	<b>TOTAL LIABILITIES AND EQUITY (sum of lines 45 and 46)</b>	\$ 4,426,439	\$	47

\*(See instructions.)

Facility Name: The Manor at Craig Farm

Report Period Beginning: 01/01/18

Ending:

12/31/18

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

1			
	I. Revenue	Amount	
	<b>A. SLF Resident Care</b>		
1	Gross SLF Resident Revenue	\$ 1,667,385	1
2	Discounts and Allowances		2
3	<b>SUBTOTAL Resident Care (line 1 minus line 2)</b>	\$ 1,667,385	3
	<b>B. Other Operating Revenue</b>		
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		8
9	Non-Resident Meals	6,864	9
10	Laundry		10
11	<b>SUBTOTAL OTHER OPERATING REVENUE (sum of lines 4 thru 10)</b>	\$ 6,864	11
	<b>C. Non-Operating Revenue</b>		
12	Contributions		12
13	Interest and Other Investment Income	5,972	13
14	<b>SUBTOTAL Non-Operating Revenue (sum of lines 12 and 13)</b>	\$ 5,972	14
	<b>D. Other Revenue (specify):</b>		
15	Cable TV Income	3,510	15
16	Sundry Receipts	51,753	16
17	<b>SUBTOTAL Other Revenue (sum of lines 15 and 16)</b>	\$ 55,263	17
18	<b>TOTAL REVENUE (sum of lines 3, 11, 14 and 17)</b>	\$ 1,735,484	18

2			
	II. Expenses	Amount	
	<b>A. Operating Expenses</b>		
19	General Services	421,340	19
20	Health Care/ Personal Care	317,895	20
21	General Administration	376,193	21
	<b>B. Capital Expense</b>		
22	Ownership	400,574	22
	<b>C. Other Expenses</b>		
23	Special Cost Centers		23
24	Non-Operating Expenses		24
25	Other (specify):		25
26			26
27			27
28	<b>TOTAL EXPENSES (sum of lines 19 thru 27)</b>	\$ 1,516,002	28
29	<b>Income Before Income Taxes (line 18 minus line 28)</b>	\$ 219,482	29
30	<b>Income Taxes</b>	\$	30
31	<b>NET INCOME OR LOSS FOR THE YEAR (line 29 minus line 30)</b>	\$ 219,482	31
	<b>III. Net Resident Care Revenue detailed by Payer Source</b>		
32	Medicaid - Net Inpatient Revenue	\$ 516,156	32
33	Private Pay - Net Inpatient Revenue	1,151,229	33
34	Medicare - Net Inpatient Revenue		34
35	Other-(specify)		35
36	Other-(specify)		36
37	<b>TOTAL (This total must agree to Line 3)</b>	\$ 1,667,385	37



**The Manor at Craig Farms  
2018**

**Page 3, Schedule IV, Section D - Other Ownership Expenses**

<b>Line</b>	<b>Amount</b>	<b>Description</b>
	-	Penalty
	6,779.00	Bad Debt Expense
	1,043.00	Replacement Tax
	799.00	Loan Cost Amortization
	949.00	Tax Credit Amortization
22	<u>9,570.00</u>	

**Page 3, Schedule IV - Adjustments**

<b>Line</b>	<b>Amount</b>	<b>Description</b>
1	(6,864.00)	Non-allowable meals not directly related to SLF resident care
3	(3,510.00)	Non-allowable Cable TV expense
7	(1,110.00)	Entertainment
17	2,674.00	Depreciation adjustment
22	0.00	Penalty
22	<u>(7,822.00)</u>	Bad Debt & Replacement Tax
	(16,632.00)	

**The Manor at Craig Farms, L.P.**  
**2018**

VII: RELATED ORGANIZATIONS

A.	RELATED SLF's & HEALTH CARE BUSINESSES			
	<u>Name</u> <u>1</u>	<u>City</u> <u>2</u>		

C.	Related Organization	Nature of Expenditure	Facility Book Value	Actual Cost
	Greer Management Services, Inc.	Mgmt Srv/Payroll Srv/Vehicle Lse	\$            105,448	\$108,056

**The Manor at Craig Farms  
2018**

**Page 6, Schedule IX - Item 10**

**Vehicle 1**

Model	Town & Country
Year	2010
Make	Chrysler
Vehicle Use	Resident Transportation

**Vehicle 2**

Model	Explorer
Year	2004
Make	Ford
Vehicle Use	Resident Transportation

<b>Total Rental Expense</b>	<b>No payments made</b>
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