



# Yolo County Department of Health Services

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**Karen Larsen, MFT**  
Mental Health Director  
Alcohol & Drug Administrator

**Jill Cook, MS, RN, PHN**  
Department Director

**Arturo Villamor, MD**  
Medical Director

## ALCOHOL, DRUG AND MENTAL HEALTH

August 11, 2014

Re: Audited Financial Report and Annual Mental Health Cost Report for Fiscal Year 2012-2013

### **PURPOSE**

This letter is to request submission of the required certified Audited Financial Report and Annual Mental Health Cost Report for Fiscal Year 2012-13.

### **AUDITED FINANCIAL REPORT**

Pursuant to the Terms and Conditions in your contract with the Yolo County Department of Alcohol, Drug and Mental Health (ADMH), you are required to furnish ADMH with a certified copy of an Audited Financial Report from an independent CPA firm in the event that you expend \$500,000 or more in Federal funds during any fiscal year. Please submit the required Audited Financial Report covering the time period as specified in your contract upon receipt of this letter to the following address:

Yolo County Department of Alcohol, Drug and Mental Health  
137 N. Cottonwood St., Suite 2500  
Woodland, CA 95695  
Attention: Contract Unit

### **MENTAL HEALTH COST REPORT**

Pursuant to the Terms and Conditions in your contract with ADMH, if you are a mental health services provider, and meet certain conditions, you are required to furnish ADMH with an annual Mental Health Cost Report.

ADMH will be emailing you the link to the cost report templates and instructions issued by the California Department of Mental Health (DMH). The due date for submitting the FY 2012-13 Cost Report and Certification is **September 15, 2014**. Please submit the required cost report, with original certification (attached) printed on your organization's letterhead, to:

Yolo County Department of Alcohol, Drug and Mental Health  
137 N. Cottonwood St., Suite 2500  
Woodland, CA 95695  
Attention: Cost Report

If you have already submitted the cost report, please resubmit with the attached Certification.

In past years, ADMH has provided annual Cost Report training. As there are no substantial changes in DMH's instructions for providers, there will not be a cost report training this year. Rather, assistance will be available for those providers who have questions.

If you need assistance, please contact Marcie Azevedo at (530) 666-8540 or email [marcie.azevedo@yolocounty.org](mailto:marcie.azevedo@yolocounty.org).

Sincerely,



Mark Bryan  
Assistant Director, Department of Health Services

cc: Jill Cook  
Karen Larsen  
Rudy Arrieta  
Yaoying He  
Marcie Azevedo