

**Mental Health Services Act (MHSA)
Annual Revenue and Expenditure Report FY 2008-09
Additional Instructions**

Note that the Department has developed a feature in Enclosure 9 that allows the County's information to auto populate from Enclosures 2 – 8 into Enclosure 9. (See Instructions for linking the County Summary on the Summary worksheet)

Instructions for naming the FY 2008-09 Revenue & Expenditure Reports

- Before entering data into the FY 2008-09 Revenue & Expenditure Reports please name the files using the naming convention listed below:

CountyName_CSS_0809.xls
CountyName_WET_0809.xls
CountyName_CF_0809.xls
CountyName_TN_0809.xls
CountyName_PEI_0809.xls
CountyName_INN_0809.xls
CountyName_TTACB_0809.xls
CountyName_Summary_0809.xls

- In order for the Summary worksheet to link correctly, all eight workbooks must be saved in the same directory.

Instructions for linking the County Summary on the Summary worksheet

- To populate the County Summary page the County must enter the path where files have been saved and the path name must be followed by a backslash (\). The next step is to enter the County name. Once the above is complete, the County Summary will populate after clicking on the grey button.
- If the path name or County name is not entered correctly, or if the files are not named using the naming convention specified above, the links from the County Summary to the individual programs sheets will not work. Note: When opening the Summary spreadsheet Counties may be prompted to update, if this happens click "Don't Update."

**Additional Instructions for the Identification of Unexpended Funds worksheet
(Enclosure 9)**

- Several changes have been made to the Unexpended worksheet.
 - The amount of unspent funds from FY 2006-07, FY 2007-08 and FY 2008-2009 is now consolidated into a single line called "Total MHSA Unexpended Funds Available from Prior Fiscal Years."
 - The MHSA approved funds from prior fiscal years should now be incorporated in

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the line item titled "Distributions from the Department of Mental Health".

- The amount of unexpended funds available from prior fiscal years on the Unexpended spreadsheet must be equal to the Total MHSA Unspent funds from the prior fiscal year's report. This number can be a positive or negative amount.
- Total MHSA FY 2008-09 Expenditures must equal the MHSA Funding Source amounts reported on the FY 2008-09 County Summary worksheet.