READING YOUR ACCOUNT STATEMENT

Following is a sample account statement which describes the information that is provided. Once Acumen processes an initial payment as the fiscal agent, the employer or authorized representative will begin receiving account statements. The account statement provides very important information that is essential in managing the individual’s services. It is important that the reader understand this information.

The date range is shown at the top right of the account statement. The account statement **ONLY** reports checks issued during this date range. The balance does not reflect any submissions for payments that have not been processed. The activity period does not reflect service dates; it reflects check processing dates.

The statement is similar to the information provided on a bank statement when checks are written. A check may have been written on Monday, but may not have been deducted from the account before the bank statement is provided.

Remember that one of the benefits of using Web Time Entry is that you can access your account information 24 hours a day, 7 days a week.

If you have any questions after reviewing the account statement sample or after receiving your account statement, please contact Acumen for assistance. Our Customer Service Representatives will be glad to assist you.

Acumen Fiscal Agent Account Statement

Activity Period: Reports activity of checks issued during date range. Does not represent dates employee worked

Employer: Person who manages employees and/or represents the client for this account in this program

SAMPLE EMPLOYER

1234 ANY STREET

YOUR TOWN, MN 80000

Activity Period: 6/16/2018 **to** 6/30/2018

Participant ID: 012345678

Program: CDCS

Participant ID: ID number used for client on timesheets and Web Time Entry.
Participant: Person receiving services; Client

Total Allotments: Dollars your state/program has authorized Acumen to pay on your behalf

Period Utilization: Dollars used during Activity Period

Total Utilization: Dollars used from start of your service plan through the Activity Period end date

Account Information

	Total Allotments		Period Utilization		Total Utilization		Balance	
	Units	**Dollars**	**Units**	**Dollars**	**Units**	**Dollars**	**Units**	**Dollars**
PA 02/01/18-08/31/18	00.00	$2310.00	0.00	$804.08	00.00	$1329.00	0.00	$981.00
PTO EMPLOYEE ONE	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
PTO EMPLOYEE TWO	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
TNT 02/01/18 -08/31/18	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Totals	**00.00**	**$8912.00**	**00.00**	**$804.08**	**00.00**	**$7820.00**	**00.00**	**$1092.00**

All **active** participant service authorizations; Service Authorizations not active are not displayed. Future periods show a zero balance until they become available for spending.

Balance: Total dollars remaining as of Activity Period end date

Allotments for payroll will show total dollars for hours X rate + Employer Burden. Employer Burden includes employer taxes (FICA, FUTA, SUTA) and Workers' Compensation.

Employee Information: Lists all employees, even those that did not work during Activity Period

Employee Information

Name	Pay Type	Status	EE Number	Good to Go Date
EMPLOYEE ONE	Check	Active	1234	05/24/2018
EMPLOYEE TWO	Direct Deposit	Active	5678	02/01/2018
EMPLOYEE THREE	Check	Inactive	9123	06/05/2018

Pay Type: Shows how your employees receive their pay

Code and Rate Information: Lists approved service codes and rates for each employee based on client budget and rate sheets received by Acumen

Code and Rate Information

Name	Description	Start Date	End Date	Rate
EMPLOYEE ONE	PA – PERSONAL ASSISTANCE	05/01/2018	12/31/2025	$12.50
EMPLOYEE TWO	PA – PERSONAL ASSISTANCE	05/01/2018	12/31/2025	$16.00
EMPLOYEE TWO	PTO – PAID TIME OFF	05/01/2018	04/30/2018	$16.00

Payroll Check Information: Details of each check issued for each employee based on time Sheets submitted. Each employee payroll check issued in Activity Period is listed in separate Payroll Check Information section

Payroll Check Information

Check #:	12345678	**Medicare:**	$10.56	**Batch #:**	1764
Date:	6/28/2013	**FICA:**	$45.14	**Billing:**	$804.08
Payee:	EMPLOYEE TWO	**SUTA:**	$16.02	**Type:**	Check
Net:	$632.34	**FUTA:**	$4.37		
Gross:	$728.00	**Work Comp:**	$0.00		

Net: Earnings after employee taxes deducted

Gross: Employee earnings before employee taxes deducted

Medicare: Tax to help cover cost of Medicare programs

Work Comp: Workers' Compensation Insurance; provides benefits if employee is injured while working. Paid by employer through participant's Plan.

FICA: Federal Insurance Contributions Act; paid by employee & employer; includes Social Security taxes

FUTA: Federal Unemployment Tax Act; paid by employer

SUTA: State Unemployment Tax Authority; paid by employer

Code	Work Date	Time In	Time Out	Rate	Hours
PA	06/06/2018	7:00 AM	3:00 PM	$16.00	8.00
PA	06/11/2018	6:45 AM	6:15 PM	$16.00	11.50
PA	06/12/2018	6:45 AM	5:15 PM	$16.00	10.50
PA	06/13/2018	6:45 AM	6:45 PM	$16.00	12.00
PA	06/14/2018	7:00 AM	10:30 AM	$16.00	3.50
					45.50