

READING YOUR ACCOUNT STATEMENT

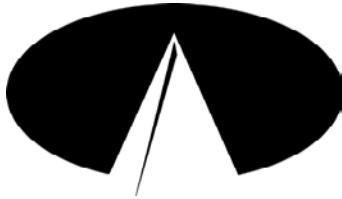
Following is a sample account statement which describes the information that is provided. Once Acumen processes an initial payment as the fiscal agent, the employer or authorized representative will begin receiving account statements. The account statement provides very important information that is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

The word "Activity" and the date range are 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. The amount of the check must be deducted from the balance shown on the bank statement in order to reach the current balance. When the employer or authorized representative receives the account statement, as with the bank statement, they must deduct any services that have not been paid in order to determine the current balance.

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

Activity Period: 1/1/2014 to 1/30/2014

Participant ID: 012345

Program: SDEO

Participant: Person receiving services; Individual
Participant ID: ID number used for client on timesheets and Web Time Entry (AWACS ID)

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

SAMPLE EMPLOYER
1234 ANY STREET
YOUR TOWN, MT 59000

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

Period Utilization: Dollars used during Activity Period

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

Account Information

	Total Allotments		Period Utilization		Total Utilization		Balance	
	Units	Dollars	Units	Dollars	Units	Dollars	Units	Dollars
FEE 07/01/2013-06/30/2014						\$0.00	0.00	\$1,801.91
IGS 07/01/2013 - 06/30/2014						\$0.00		
RSP 07/01/13 - 06/30/2014						\$0.00		
TRM 07/01/13 - 06/30/13						\$0.00		
Totals	0.00	\$71,688.56	0.00	\$1,580.54	0.00	\$0.00	0.00	\$65,351.06

All **active** participant budgets/allotments: Budgets/Allotments not active or that have not started 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

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

EE Number = Employee number assigned by Acumen

Employee Information

Name	Pay Type	Status	EE Number	Good to Go Date
EMPLOYEE ONE	Direct Deposit	Active	1230	09/28/2010
EMPLOYEE TWO	Check	Active	3471	10/21/2013
EMPLOYEE THREE	Direct Deposit	Active	5656	12/12/2011

Pay Type: Shows how your employees receive their pay

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

Payroll Check Information

Check #: 47507731

Date: 1/15/2014

Payee: EMPLOYEE ONE

Net: \$187.96

Gross: \$233.73

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 Budget/Allotment

Medicare: \$2.62

FICA: \$12.84

SUTA: \$5.32

FUTA: \$1.03

Work Comp: \$23.96

Batch #: 1727

Billing: \$267.55

Type: Direct Deposit

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

FUTA:
Federal
Unemploye
nt Tax Act;
paid by
employer

SUTA: State
Unemployment
Tax Authority;
paid by employer

Code	Work Date	Time In	Time Out	Rate	Hours
RSP	12/08/2013	1:00 PM	3:00 PM	\$11.13	2.00
RSP	12/09/2013	10:00 AM	1:30 PM	\$11.13	3.50
RSP	12/09/2013	4:00 PM	6:00 PM	\$11.13	2.00
RSP	12/10/2013	10:00 AM	12:00 PM	\$11.13	2.00
RSP	12/10/2013	4:00 PM	6:00 PM	\$11.13	2.00
RSP	12/11/2013	4:00 PM	6:00 PM	\$11.13	2.00
RSP	12/11/2013	10:00 AM	12:00 PM	\$11.13	2.00
RSP	12/12/2013	10:00 AM	1:30 PM	\$11.13	3.50
RSP	12/12/2013	4:00 PM	8:00 PM	\$11.13	4.00

21.00

Vendor Check Information: Details of each check issued for each vendor is based on Vendor Reimbursements submitted. Each vendor check issued in Activity Period is listed in separate Vendor Check Information section

Vendor Check Information

Check # 1234

Date 01/15/2014

Payee Environmental INC

Net \$485.00

Type Check

Batch # 1732

Billing: \$485.00

Code	Date	Rate
IGS	10/28/2013	\$485.00

Training and Certification: Shows important expiration/
renewal dates including Vehicle Insurance and
Registration Expiration dates

Training and Certification			
Employee Name	First Aid Expire Date	Online Training	Vehicle Insurance Expire Date
EMPLOYEE ONE	10/31/2013		08/05/2011
EMPLOYEE TWO	11/21/2013		
EMPLOYEE THREE	02/02/2016		02/05/2012

Training and Certification		
Employee Name	Driver's License	Vehicle Registration Expiration
EMPLOYEE ONE	08/10/2013	07/13/2014
EMPLOYEE TWO		
EMPLOYEE THREE	12/02/2016	04/16/2014

Vendor Certification		
Vendor Name	Vehicle Insurance Expire Date	Vendor Vehicle Registration Expiration
EMPLOYEE ONE	07/06/2014	06/30/2014