 <p><b>JOHNS HOPKINS</b> MEDICINE JOHNS HOPKINS HEALTH SYSTEM</p>	<p><b>The Johns Hopkins Health System Policy &amp; Procedure</b></p>	<p><i>Policy Number</i></p>	<p>FIN093</p>
	<p><i>Subject</i></p>	<p><i>Effective Date</i></p>	<p>01-01-08</p>
	<p>JHHS DETERMINATION OF OTHER OPERATING REVENUE</p>	<p><i>Page</i></p>	<p>1 of 2</p>
		<p><i>Supersedes</i></p>	<p>10-01-06</p>

## POLICY

This policy applies to The Johns Hopkins Health System Corp. (JHHS) and the following affiliated entities: The Johns Hopkins Hospital (JHH), Johns Hopkins Bayview Medical Center (JHBMC), Howard County General Hospital (HCGH), Johns Hopkins Community Physicians (JHCP), Johns Hopkins Medical Services Corporation (JHMSC), Johns Hopkins Medicine International (JHMI), Ophthalmology Associates (OA), Johns Hopkins Employer Health Programs (EHP), Johns Hopkins Medical Management Corporation (JHMMC), Priority Partners (PP), Johns Hopkins Pharmaquip, Inc. (JHPQ), Johns Hopkins Home Health Services, Inc. (JHHHS), Johns Hopkins Pediatrics Home, Inc. (JHPAHI), Johns Hopkins HealthCare (JHHC), Johns Hopkins Home Care Group (JHHCG), Suburban Health Center (SHC), Broadway Acquisition and Development, and HCGH OB/GYN Associates Series, LLC (HCGH OBGYN).

### Purpose


The purpose of this policy is to provide for the consistent, appropriate, and comprehensive determination of non-operating revenue for all JHHS affiliates in the development of the JHHS and affiliate Annual Operating Plans.

### Process

1. Each affiliate central Finance Department shall identify the appropriate components of its respective affiliate non-operating revenue budgets and be responsible for the collection and consolidation of all such components into its Annual Operating Plan. Activities requiring such budgets shall include, but not be limited to, grants, designated funds, cafeteria operations, rental income, rental/sales of patient telephone equipment, commissions from patient television operations, interest income, income dedicated to charity, and ancillary services (e.g., Pathology services) performed for business entities not affiliated with JHHS.
2. Affiliate departments with primary control over previously mentioned activities which generate non-operating revenue will have responsibility for the development of the revenue (and where applicable, operating expense) budget for those activities. The departments will also adhere to the requirements of Finance Policy No. FIN020 - Unrelated Business Income, regarding the reporting of non-operating revenue that might be unrelated business income.
3. Each affiliate central Finance Department shall prepare a written budget document for that affiliate annually which lists all components of its non-operating revenue budget with assigned responsibility for each component. All departments must comply with all reporting requirements within a time frame sufficient to prepare the affiliate Annual Operating Plan in a timely fashion or provide sufficient justification for the delay to the Chief Executive Officer or Chief Operating Officer of the respective affiliate.
4. Non-operating revenue budgets must be seasonalized by the preparer in a fashion which approximates the anticipated revenue stream over the course of the fiscal year. This is necessary so that affiliate central Finance Departments may develop appropriate affiliate budgets for Statements of Revenue and Expenses.

## RESPONSIBILITIES

Affiliate Departmental Personnel	Prepare non-operating revenue budgets for activities under the control of respective departments.
Affiliate Central Finance Department	Coordinate, consolidate, and compile non-operating revenue budget.

 <p><b>JOHNS HOPKINS</b> M E D I C I N E JOHNS HOPKINS HEALTH SYSTEM</p>	<p><b>The Johns Hopkins Health System Policy &amp; Procedure</b></p>	<p><i>Policy Number</i></p>	<p>FIN093</p>
	<p><i>Subject</i></p> <p>JHHS DETERMINATION OF OTHER OPERATING REVENUE</p>	<p><i>Effective Date</i></p>	<p>01-01-08</p>
		<p><i>Page</i></p>	<p>2 of 2</p>
		<p><i>Supersedes</i></p>	<p>10-01-06</p>

Affiliate Chief Operating Officer      Enforce compliance of all affiliate departments with budget guidelines.

Vice President of Finance/CFO and Treasurer, JHHS      Safeguard integrity of JHHS Other Operating Revenue budget.

**SPONSOR**

Vice President of Finance/CFO and Treasurer, JHHS

**REVIEW CYCLE**

Three (3) years

**APPROVAL**

\_\_\_\_\_  
President, JHHS

\_\_\_\_\_  
Date