	<b>The Johns Hopkins Health System Policy &amp; Procedure</b>	<i>Policy Number</i>	FIN121	
		<i>Effective Date</i>	01-01-08	
	<i>Subject</i>	<b>Documentation of the Review of Monthly Financial Results and Key Control Reports</b>	<i>Page</i>	1 of 2
			<i>Supersedes</i>	10-01-06

*Revisions noted by vertical bar in right margin*

## **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**

To provide guidance as to the required documentation of the JHHS General Accounting Department and Affiliate management's review of month-end financial results.

On a monthly basis the JHHS General Accounting Department will close the accounting records of each JHHS Affiliate and will produce a monthly reporting package that includes GAAP basis monthly financial statements. The process to produce accurate monthly financial statements will include a review by JHHS General Accounting personnel of general ledger account balances, summarized financial information and analytical reports. This process will also include a review of summarized financial information and analytical reports by the management team at each Affiliate. The summarized financial information and reports may vary based upon the unique business of each Affiliate. Certain reports will be identified as key reports by JHHS General Accounting and Affiliate management and the monthly review of these reports will be documented by the dated signature of the reviewing party (8<sup>th</sup> day reviews). These reports will be maintained in accordance with JHHS policy.

In addition, meetings that are considered to be key control meetings within the process of reviewing the monthly financial results of JHHS and its Affiliates will be documented as having occurred through the use of sign-in sheets. Examples of these meetings would be the 9<sup>th</sup> and 10<sup>th</sup> workday meetings.

## **REFERENCE**

Fin 048 GAAP Accounting  
Fin 050 Record Retention


## **RESPONSIBILITIES - ALL AFFILIATES**

JHHS Directors of General  
Accounting

Identify key control reports and key control meetings.  
Ensure that the review of the key control reports and documentation key control meetings takes place.  
Maintain the documentation.

CFO – JHHS Affilaites  
Controller - JHHS

Identify key control reports and key control meetings.  
Identify key control reports and key control meetings.

 <b>JOHNS HOPKINS</b> MEDICINE JOHNS HOPKINS HEALTH SYSTEM	<b>The Johns Hopkins Health System          Policy &amp; Procedure</b>		<i>Policy Number</i>	FIN121
			<i>Effective Date</i>	01-01-08
	<i>Subject</i>		<i>Page</i>	2 of 2
	<b>Documentation of the Review of Monthly          Financial Results and Key Control Reports</b>		<i>Supersedes</i>	10-01-06

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**SPONSOR**

Vice President of Finance/Chief Financial Officer (CFO) and Treasurer, JHHS

**REVIEW CYCLE**

Three (3) years

**APPROVAL**

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

\_\_\_\_\_  
 Date