



The Arc Central Chesapeake Region
Fiscal Management Services

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Understanding Your Self-Directed Services Statement

1. Statements are issued the 15th of every month and reflect expenses through the month ending as indicated on the statement. Statements are auto-generated from our accounting/general ledger system by noreply email and are sent to the participant's planning team. Updates to the planning team emails, as well as general questions about statements, can be sent to us at FMSstatements@thearcccr.org.

2. Each statement will indicate the following data:

Column	Name of Column	What is this number?
1-2	Actual vs budgeted expenses relative to the <i>month ending</i>	Funds spent through the end of the month shown on the statement -vs- The funds budgeted for that month
3-4	Actual vs budgeted expenses relative to the <i>beginning of fiscal year through the month ending</i>	Funds spent since the beginning of FY18 through the end of the month shown on the statement -vs- The funds budgeted for the same timeframe
5	Year Ending 6/30/2018 - FY18 Budget	The approved funds for FY18
6	Remaining Budget	The <i>actual</i> funds remaining in each line item as of the month ending
7	% Remaining Budget	The <i>percentage</i> of funds remaining in each line item as of the month ending

3. Accompanying your statement will be a detail listing. The detail listing is a *running tally* from the beginning of the fiscal year of debits (and credits, if applicable) indicating expenses such as payroll, accounts payable (vendor payments and mileage), fringe, and FMS fees. This is for you to better understand the payments which were processed and billed to your accounts.