



# Understanding Your Self-Directed Services Statement

931 Spa Road | Annapolis, MD 21401

[FMSStatements@thearcccr.org](mailto:FMSStatements@thearcccr.org)

FMS Phone: 1.866.252.6871 | FMS Fax: 1.888.272.2236

1. Statements are issued automatically by the 15<sup>th</sup> 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 no-reply email and are sent to the participant's planning team. Updates to the planning team email distribution group, as well as general questions about statements, can be sent to us at [FMSStatements@thearcccr.org](mailto: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 FY19 through the end of the month shown on the statement -vs- The funds budgeted for the same timeframe
5	Year Ending 6/30/2019 - FY19 Budget	The approved funds for FY19
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.