**Policy**

The purpose of this BEN policy and procedure is to ensure adequate internal controls are maintained related to the monthly reporting of business expenses by program operators. It is the responsibility of BEN staff to ensure that all expenditures and revenues reported by operators on the monthly Profit and Loss Statement are allowable and in compliance with NRS 426 and NAC 426.

**Procedure**

1. All BEN operators are required to submit a monthly Profit and Loss Statement to the BEN Carson City office following the instructions as given in the most current profit and loss instruction manual. Operators are required to provide explanations, along with supporting documentation, of all large or unusual expenditures with their monthly report. Expenditures that do not meet the requirements of NAC 426 will be reviewed by the Business Enterprise Officer (BEO) and the Program Chief. The Program Chief may waive non-allowable expenditures if s/he determines there is a benefit to the program to do so.

2. All operator Profit and Loss Statement must be reviewed monthly by the BEO to assess accuracy of addition and subtraction and the appropriateness of

 Expenses in accordance with NAC 426.

3. All identified errors will be submitted to the operator and must be corrected by him in a revised report, which will be attached to the original for the BEN office files.

4. Relevant Profit and Loss Report Statement information must be entered monthly into a database to track expenditures month to month and year to year providing the Bureau with information related to revenue and expense cycles for each operator.

5. The BEO will submit a report of profit and loss information for each facility

 quarterly to the Program Chief.