

**POPE NURSING HOME**

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**SCHEDULE 1 : CONTACT AND DISCLOSURE INFORMATION**

Organization Information		
Table 1		
Line #		1
Facility Info		
1.1	Facility VPN	0915599
1.2	Facility MMIS Provider ID	110026161A
1.3	Balance Sheet Date	12/31/2022
1.4	Reporting Period: From	01/01/2022
1.5	Reporting Period: To	12/31/2022
Realty Co Info		
1.6	Name of Realty Company	Pope Realty LLC
1.7	Realty Company Organization ID	9181
1.8	Street Address	80 Access Road
1.9	City	Norwood
1.10	State	MA
1.11	Zip Code	02062
1.12	Phone Number	+1 (781) 335-4352
1.13	Fax	+1 (781) 337-8766
1.14	Legal Status	Limited Liability Corporation (LLC)
1.15	Is this information correct?	Yes
1.16	Has the realty company changed ownership during the year?	No
1.17	If yes, please enter the transaction date.	

Certifier Information		
Table 2		
2.1	Contact person for this report	<input type="checkbox"/> Use login user's information to fill fields below
2.2	Name	Jonathan Langfield
2.3	Firm (if not Realty Company)	CliftonLarsonAllen LLP

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2.4	Title	CPA
2.5	Street Address	4 Batterymarch Park, Suite 100
2.6	City	Quincy
2.7	State	MA
2.8	Zip Code	02169
2.9	Phone Number	+1 (781) 982-1001
2.10	Fax	+1 (617) 472-2586
2.11	E-mail address	jonathan.langfield@ claconnect.com
2.12	Is this information correct?	Yes

**Preparer Information**

***Please use this section to provide contact information for a "Preparer," who is the authorizing person of this report, and is not the "Owner." If you are the sole authorized individual completing this report, please check the box below in Line 3.1.***

**Table 3**

3.1	<input type="checkbox"/> I am the sole individual completing this cost report as an Owner, Partner, or Officer, and do not have a Preparer formally attesting to this information.	
3.2	Preparer	<input type="checkbox"/> Use login user's information to fill fields below
3.3	Firm Name / Realty Company	CliftonLarsonAllen LLP
3.4	Preparer's Last Name	Langfield
3.5	Preparer's First Name	Jonathan
3.6	Preparer's Middle Name	
3.7	Title	CPA
3.8	Street Address	4 Batterymarch Park, Suite 100
3.9	City	Quincy
3.10	State	MA
3.11	Zip Code	02169
3.12	Phone Number	+1 (781) 982-1001
3.13	Fax	+1 (617) 472-2586
3.14	Email Address	jonathan.langfield@claconnect.com
3.15	Is this information correct?	Yes
3.16	Type of Accounting Service Performed	Other (Explain in Footnotes)

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**SCHEDULE 2 : INCOME AND EXPENSES**

Income			
Table 1	Column #		1
Line #	Account	Description	Reported
		<b>Rental Income from:</b>	
1.1	3510.1	Nursing Facilities	280,988
1.2	3510.2	Residential Care Facilities	
1.3	3520.0	Other Rental Income	
1.4	3530.0	Other Income	111
1.5	3540.0	Recoverable Fixed Income	
<b>100</b>	<b>3500.0</b>	<b>TOTAL INCOME</b>	<b>281,099</b>

Expenses						
<b>Note: If Assets on Schedule 3, Column 1 is not blank, then Depreciation must be reported here on Schedule 2, Table 2 Column 4; it can not be zero.</b>						
Table 2	Column #		1	2	3	4
Line #	Account	Description	Depreciation %	Reported	Non-Allowable Expenses and Add -backs	Allowable
2.1	9550.0	Depreciation: Building	2.50%	43,727	(5,047)	<b>48,774</b>
2.2	9560.8	Depreciation: Improvements	5.00%	4,019		<b>4,019</b>
2.3	9570.0	Depreciation: Equipment	10.00%	18,893	(463)	<b>19,356</b>
2.4	9575.0	Depreciation: Software/Limited Life Assets	33.33%			<b>0</b>
		<b>Long-Term Interest</b>				
2.5	9545.1	Long Term Interest: Nursing Facilities				<b>0</b>
2.6	9545.2	Long Term Interest: Residential Care Facilities		114,596		<b>114,596</b>
2.7	9540.0	Real Estate Taxes		24,880		<b>24,880</b>
2.8	9540.5	Personal Property Taxes				<b>0</b>
2.9	9541.5	MA Corp. Excise Tax Non-Income Portion				<b>0</b>
2.10	9580.0	Insurance: Building, Building Improvements, Equipment		7,225		<b>7,225</b>
2.11	9547.0	Other Fixed Expenses		<b>0</b>		<b>0</b>
2.12	9502.5	Other Operating Expenses		<b>33,075</b>		<b>33,075</b>

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2.13	9502.4	Utilities & Plant Operations Expenses		0		0
2.14	9545.5	Interest on Working Capital			0	0
2.15	9546.0	Interest on Late Payments, Penalties			0	0
2.16	3540.0	Recoverable Fixed Income			0	0
200	9500.0	TOTAL REPORTED REA-CR EXPENSES		246,415	(5,510)	251,925

Detail of Other Fixed Expenses, Account 9547.0		
Table 3	1	2
Line #	Description	Reported
300	SUBTOTAL: OTHER FIXED EXPENSES	0

Detail of Other Operating Expenses, Account 9502.5		
Table 4	1	2
Line #	Description	Reported
4.1	Annual Report	500
4.2	:Liability Insuramce	32,575
400	SUBTOTAL: OTHER OPERATING EXPENSES	33,075

Detail of Utilities & Plant Operations Expenses, Account 9502.4		
Table 5	1	2
Line #	Description	Reported
500	SUBTOTAL: UTILITIES & PLANT OPERATIONS EXPENSES	0

SCHEDULE 3 : ALLOWABLE FIXED ASSETS AND EXPENSES

Allowable Fixed Assets and Expenses						
Table 1	Column #		1	2	3	4
Line #	Account	Description	Allowable Assets (Basis), Beginning of Year	Asset Additions	Asset Deletions	Allowable Assets (Basis), End of Year
1.1	1511.3	Land	19,775			19,775
1.2	1521.3	Building	1,917,207			1,917,207
1.3	1611.3	Improvements	1,214,459			1,214,459
1.4	1651.3	Equipment	375,289			375,289
1.5	1710.3	Software/Limited Life Assets				0

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## SCHEDULE 4 : BALANCE SHEET

Current Assets			
Table 1	Column #		1
Line #	Account	Description	Account Balance
	<b>Cash and Equivalents</b>		
1.1	1025.0	Cash and Equivalents	26,504
1.2	1040.0	Short-term Investments	
1.3	1045.0	Current Portion Assets Whose Use is Limited	
1.4	1050.0	Other Cash and Equivalents	
<b>1.100</b>	<b>1010.0</b>	<b>Subtotal: Cash and Equivalents</b>	<b>26,504</b>
	<b>Accounts Receivable</b>		
1.5	1120.0	Accounts Receivable	
1.6	1130.0	Rent Receivable	
1.7	1140.0	Reserve for Bad Debt	
<b>1.200</b>	<b>1070.0</b>	<b>Subtotal: Accounts Receivable</b>	<b>0</b>
	<b>Loans Receivable</b>		
1.8	1160.0	Officers/Owners	
1.9	1180.0	Affiliates/Related Parties	
1.10	1185.0	Other	
<b>1.300</b>	<b>1150.0</b>	<b>Subtotal: Loans Receivable</b>	<b>0</b>
	<b>Prepaid Expenses and Other Current Assets</b>		
1.11	1270.0	Prepaid Interest	
1.12	1280.0	Prepaid Insurance	20,117
1.13	1300.0	Other Prepaid Expenses	
<b>1.400</b>	<b>1260.0</b>	<b>Subtotal: Prepaid Expenses and Other Current Assets</b>	<b>20,117</b>
1.14	1311.0	Other Current Assets	386,277
<b>100</b>	<b>1005.0</b>	<b>TOTAL CURRENT ASSETS</b>	<b>432,898</b>

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## Detail of Other Current Assets, Account 1311.0

Table 2	1	2
Line #	Description	Account Balance
2.1	Loan Escrows	386,277
<b>200</b>	<b>SUBTOTAL: OTHER CURRENT ASSETS</b>	<b>386,277</b>

## Non-Current (Fixed) Assets

Table 3	Column #		1
Line #	Account	Description	Account Balance
<b>3.1</b>	1511.1	<b>Land - Cost</b>	19,775
3.2	1521.1	Building – Cost	1,917,207
3.3	1522.2	Building – Accumulated Depreciation	(1,209,827)
<b>3.100</b>	1520.0	<b>Building - Book Value</b>	<b>707,380</b>
3.4	1611.1	Building Improvements – Cost	1,179,361
3.5	1612.2	Building Improvements – Accumulated Depreciation	(1,138,798)
<b>3.200</b>	1610.0	<b>Building Improvements – Book Value</b>	<b>40,563</b>
3.6	1631.1	Other Improvements – Cost	16,350
3.7	1632.2	Other Improvements – Accumulated Depreciation	(7,085)
<b>3.300</b>	1630.0	<b>Other Improvements – Book Value</b>	<b>9,265</b>
3.8	1651.1	Equipment – Cost	375,289
3.9	1652.2	Equipment – Accumulated Depreciation	(288,179)
<b>3.400</b>	1650.0	<b>Equipment – Book Value</b>	<b>87,110</b>
3.10	1701.1	Motor Vehicles – Cost	
3.11	1702.2	Motor Vehicles – Accumulated Depreciation	
<b>3.500</b>	1700.0	<b>Motor Vehicles – Book Value</b>	<b>0</b>
3.12	1710.1	Software/Limited Life Assets - Cost	
3.13	1710.2	Software/Limited Life Assets – Accumulated Depreciation	

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<b>3.600</b>	1710.0	<b>Software/Limited Life Assets – Book Value</b>	<b>0</b>
<b>300</b>	<b>1500.0</b>	<b>TOTAL NON-CURRENT (FIXED) ASSETS</b>	<b>864,093</b>
<b>Deferred Charges and Other Non-Current Assets</b>			
<b>Table 4</b>	Column #		<b>1</b>
Line #	<b>Account</b>	<b>Description</b>	<b>Account Balance</b>
4.1	1975.3	Long Term Investments	
4.2	1975.4	Non-Current Assets Whose Use is Limited	
4.3	1985.0	Other Deferred Charges and Other Non-Current Assets	<b>0</b>
4.4	1979.0	Construction in Progress	
4.5	1975.1	Mortgage Acquisition Cost	57,705
4.6	1975.2	Accumulated Amortization of Mortgage Acquisition Cost	(26,574)
<b>4.100</b>	<b>1975.0</b>	<b>Subtotal: Unamortized Mortgage Acquisition Cost</b>	<b>31,131</b>
<b>400</b>	<b>1900.0</b>	<b>TOTAL DEFERRED CHARGES AND OTHER NON-CURRENT ASSETS</b>	<b>31,131</b>

<b>Detail of Other Non-Current Assets, Account 1985.0</b>		
<b>Table 5</b>	1	2
Line #	<b>Description</b>	<b>Account Balance</b>
<b>500</b>	<b>SUBTOTAL: OTHER NON-CURRENT ASSETS</b>	<b>0</b>

<b>Table 6</b>			
<b>600</b>	<b>1000.0</b>	<b>TOTAL ASSETS</b>	<b>1,328,122</b>

## Current Liabilities

<b>Table 7</b>	Column #		<b>1</b>
Line #	<b>Account</b>	<b>Description</b>	<b>Account Balance</b>
	<b>Accounts Payable</b>		
7.1	2020.0	Trade Payables	
7.2	2030.0	Accrued Expenses	8,026
<b>7.100</b>	<b>2010.0</b>	<b>Subtotal: Accounts Payable</b>	<b>8,026</b>



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<i>Total Current Portion of Long-Term Debt</i>			
7.3	2110.0	Officer, Owner, Related Parties	
7.4	2120.0	Subsidiaries and Affiliates	
7.5	2130.0	Banks	
7.6	2140.0	Motor Vehicles	
7.7	2150.0	Other Short-Term Financing	
7.8	2160.0	Long-Term Debt, Current Portion	104,856
<b>7.200</b>	<b>2100.0</b>	<b>Subtotal: Total Current Portion of Long-Term Debt</b>	<b>104,856</b>
7.9	2230.0	Total Other Current Liabilities	<b>0</b>
7.10	2240.0	Accrued Taxes – Realty and Management	
<b>700</b>	<b>2005.0</b>	<b>TOTAL CURRENT LIABILITIES</b>	<b>112,882</b>

Detail of Other Current Liabilities, Account 2230.0		
Table 8	1	2
Line #	Description	Account Balance
<b>800</b>	<b>SUBTOTAL: OTHER CURRENT LIABILITIES</b>	<b>0</b>

Non-Current Liabilities			
Table 9	Column #		1
Line #	Account	Description	Account Balance
9.1	2310.0	Mortgages	2,285,164
9.2	2320.0	Other Long-Term Debt	
<b>9.100</b>	<b>2311.0</b>	<b>Subtotal: Mortgages and Other Long-Term Debt</b>	<b>2,285,164</b>
9.3	2330.0	Due to Affiliates/Related Parties	
<b>900</b>	<b>2300.0</b>	<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>2,285,164</b>

Total Liabilities			
Table 10			
<b>1000</b>	<b>2800.0</b>	<b>TOTAL LIABILITIES</b>	<b>2,398,046</b>

Net Worth			
Table 11	Column #		1
Line #	Account	Description	Account Balance

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	Proprietorship, Partnership, or Limited Liability Company (LLC)		
11.3	2520.0	Capital	(1,104,608)
11.4	2530.0	Proprietor Drawings	
11.5	2540.0	Partnership/Member (LLC) Drawings	
11.6	2545.0	Contributions	
11.7	2550.0	Net Profit/(Loss) Year to Date	34,684
11.200	2510.0	Total Proprietorship, Partnership, or LLC Net Assets	(1,069,924)
1100	2500.0	TOTAL NET WORTH	(1,069,924)
Total Liabilities and Net Worth			
Table 12			
1200	2000.0	TOTAL LIABILITIES AND NET WORTH	1,328,122

SCHEDULE 5 : SUMMARY OF LONG-TERM DEBT

This schedule must include all mortgages and notes payable, including those paid in full during the reporting year, whether or not interest expense is incurred. Each new note/mortgage must be reported with all information items filled in completely. New notes/mortgages or enhancements of existing notes/mortgages must be reported on a new line separately.

Mortgages and Notes Supporting Fixed Assets						
Table 1						
Line / Column #	1	2	3	4	5	6
	Borrower Entity	Type of Notes Payable	Lender Name	Related Party	Date Mortgage Acquired	Due Date
1.1		1st Mortgage	Prudential	No	5/2/2014	5/1/2039
100	TOTALS					
200	Amount Reported for Long-term Interest and Amortization of Mortgage Acquisition Costs (Schedule 2 Line 2.5. Column 2 and Schedule 2 Line 2.6. Column 2)					

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7	8	9	10	11	12	13
Number of Months Amortized	Monthly Payments	Original Loan Amount	Mortgage Acquisition Costs	Amortization of Mortgage Acquisition Costs	Beginning Loan Balance: Jan 1	Beginning Balance (New Loans)
299	16,604	3,129,800	57,705	3,007	2,490,741	
			57,705	3,007		

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14	15	16	17	18	19
Principal Payments	Pay Off Amount	Pay Off Date	Ending Loan Balance: Dec 31	Interest Rate %	Interest Expense
100,721			2,390,020	4.030%	111,589
			<b>2,390,020</b>		<b>111,589</b>
					<b>114,596</b>

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20	21
Period Expenses	Total Interest, Period Expenses, & Mortgage Acquisition Costs
	114,596
0	114,596

**SCHEDULE 6 : RECONCILIATIONS AND DISCLOSURES****Part 1: Reconciliation of Income and Expenses per Financial Statements to Cost Report**

Net Income / Loss per REA-CR			
Table 1	Column #		1
Line #	Account Number	Description	Amount
1.1	3500.0	Total Income (reported on REA-CR Schedule 2)	281,099
1.2	9500.0	Total Operating Expenses (reported on REA-CR Schedule 2)	246,415
100	2550.0	REA-CR Net Income/(Loss) before reconciling items	34,684
Reconciling Items: Items reported on REA-CR but not on Financial Statements			
Table 2	Column #	1	2
Line #		Description	Reported
200	2905.0	Subtotal	0
Reconciling Items: Items Reported on Financial Statements but not on REA-CR			
Table 3	Column #	1	2
Line #		Description	Reported
300	2910.0	Subtotal	0
Table 4			1
400		NET INCOME/(LOSS) PER FINANCIAL STATEMENTS	34,684
<i>Please upload an explanation for EACH reconciling item using the upload function on Schedule 7, Section 2 (Footnotes and Explanations).</i>			

**Part 2: Reconciliation of Net Worth**

Proprietorship, Partnership, or Limited Liability Company (LLC)			
Table 5	Column #		1
Line #	Account Number	Description	Amount
5.1	2500.0	Balance: PRIOR YEAR	(1,104,610)
		<b>Increases (decreases):</b>	
5.2	2915.0	Other: Prior Period Adjustment(s)	2
5.3	2545.0	Capital contributions during the year	0
5.4	2550.0	REA-CR Net Income / (Loss)	34,684
5.5	2530.0	Proprietor Drawings during the year	0
5.6	2540.0	Partnership/Member (LLC) Drawings during the year	0

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500	2500.0	BALANCE: CURRENT YEAR	(1,069,924)

Disclose all facts relative to adjustments(s) and explain below any impact on reimbursable costs as reported on prior year(s) cost report identifying the specific accounts affected.

Table 7	1	2
Line #	Description	Amount
7.1	Rounding	2
<b>700</b>	<b>TOTAL</b>	<b>2</b>

**This schedule is used to report the name(s) of the Owner, Partner, or Officer and disclose all salary and benefits, drawings and dividends, and other compensation as well as the accounts that were charged.**

[illegible]



SCHEDULE 7 : FOOTNOTES AND OTHER DISCLOSURES

UPLOADS REQUIRED
(1) Entity Level Cost Report
Upload Type: Excel Template
Use the template provided to report applicable realty company, real property owner, and/or REIT information.
Note: This information must be submitted in the format of the template provided.
(2) Footnotes and Explanations
Upload Type: Excel, Word, or PDF
This section is used to provide detail to any of the information included in this report.
(3) Related Party Debt
Upload Type: Excel Template
List any indebtedness (mortgages, deeds, trust instruments, notes or other financial information) between the Realty Company and any direct or indirect owners as reported on the template uploaded in accordance with Schedule 7, Section (4) Ownership and Facility Information.
Example: If the owner borrowed monies from the realty company, report the owner as 'Borrower'. If the Realty Company borrowed monies from the owner, list the realty company as 'Borrower'.
Note: This information must be submitted in the format of the template provided.
(4) Ownership and Facility Information
Upload Type: Excel Template
List the names of all direct and indirect realty company owners and the name(s) of any Massachusetts and non-Massachusetts nursing or residential care facilities that own, directly or indirectly, an interest of 5% or more.
Note: This information must be submitted in the format of the template provided.
(5) Related Party Markup

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*Upload Type: Excel Template*

Indicate any entity or person as defined as a "related party" in 101 CMR 206.00 and that (a) provides services, facilities, goods and/or supplies to this company; or (b) receives any salary, fee or other compensation from this company. Indicate the amount paid by this company for this reporting year. (Attach addendum if necessary.)

**Note: This information must be submitted in the format of the template provided.**

### (6) Financial Statement Documentation

*Upload Type: PDF*

Providers must upload financial statement documentation, such as audited, unaudited, reviewed, or compiled financial statements. Uploading these statements is

not intended to be an additional requirement for the sole purposes of complying with CHIA's reporting requirements in Section 7.03 (d) of Title 957 of the Code of

Massachusetts Regulations (CMR):

*If a Provider or its parent organization is required or elects to obtain independent audited financial statements for purposes other than 957 CMR 7.00, the Provider*

*must file a complete copy of its audited financial statements with the Center, that most closely correspond to the Provider's Nursing Facility cost report fiscal period. If*

*the Provider or its parent organization does not obtain audited financial statements but is required or elects to obtain reviewed or compiled financial statements for*

*purposes other than 957 CMR 7.00, the Provider must file with the Center a complete copy of its financial statements that most closely correspond to the Nursing*

*Facility cost report fiscal period.*

Please select one option from the menu, and upload applicable statements for choices A or B. They are listed in descending order of preference:

☐ A) Financial Statement: Audited, reviewed, or compiled financial statements prepared by a Certified Public Accountant (CPA).

☒ B) Unaudited Financial Statement: Unaudited financial statements for the reporting year.

☐ C) Financial Statements Unavailable: The Entity level organization did not complete audited, reviewed, or compiled financial statements for purposes other than 957 CMR 7.00.

**Note: If A or B are selected Providers need to submit a financial statement. If C is selected an upload is not required.**

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File Submission History				
Date Uploaded	File	File Name	File Type	Uploaded By
9/11/2023 8:25:41 AM	(6) Financial Statement Documentation	MCD REA-CR TB Report.pdf	application/pdf	Jonathan Langfield
9/11/2023 8:25:41 AM	(6) Financial Statement Documentation	MCD REA-CR Groupings Report.pdf	application/pdf	Jonathan Langfield
9/11/2023 8:38:40 AM	(2) Footnotes and Explanations	Realty Footnotes.pdf	application/pdf	Jonathan Langfield
9/11/2023 8:38:58 AM	(4) Ownership and Facility Information	OwnershipAndFacilityInformation.xlsx	application/vnd.openxmlformats-officedocument.spreadsheetml.sheet	Jonathan Langfield

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**SCHEDULE 8 : SUBMISSION ATTESTATION**

Electronic signatures are required to submit this Cost Report. There are two sections that require signature: (A) Certification by Preparer (Other than Owner, Partner, or Officer) and (B) Certification by Owner, Partner, or Officer

**Section A - Certification by Preparer (Other than Owner, Partner, or Officer)**

**Note: The information in the table below is sourced from Schedule 1, Table 3 of this report.**

1.1	Firm Name / Realty Company	CliftonLarsonAllen LLP
1.2	Preparer's Last Name	Langfield
1.3	Preparer's First Name	Jonathan
1.4	Preparer's Middle Name	
1.5	Title	CPA
1.6	Street Address	4 Batterymarch Park, Suite 100
1.7	City	Quincy
1.8	State	MA
1.9	Zip Code	02169
1.10	Phone Number	+1 (781) 982-1001
1.11	Email Address	jonathan.langfield@claconnect.com
1.12	Is this information correct?	Yes
1.13	<b>[x] By checking this box I hereby certify that I am the Preparer of this report noted above and I attest, to the best of my knowledge and belief, that this cost report is a true, correct, and complete statement. This report is subject to audit and verification by the Center for Health Information and Analysis.</b>	
1.14	Date of Authorization:	09/11/2023
	<i>Please note this button does not submit the Cost Report for CHIA review, and is solely for your internal review purposes. If the report needs to be unlocked by the Preparer, uncheck the attestation box on Line 1.13 and click the Save and Validate button</i>	

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## Section B - Certification by Owner, Partner, or Officer

I declare and affirm under the penalties of perjury that this cost report and supporting schedules have been examined by me and, to the best of my knowledge and belief, are a true and correct statement of total operating expenditures, balance sheet, earnings and expenses, and other required information. Further, I declare that the report and supplemental information were prepared from the books and records of the provider, unless otherwise noted, in accordance with applicable federal and state laws, regulations and instructions. I understand that any payment resulting from this report will be from state and federal funds and that any false statements or documents, or the concealment of a material fact, may be prosecuted under applicable federal and state laws. I also understand that this report and supporting schedules are subject to audit and verification by the Center for Health Information and Analysis or any other state or federal agency or their subcontractors. I will keep all records, books, and other information pertaining to this cost report for a period of five years. If there is an unresolved audit exception, I will keep these records until all issues are resolved.

2.1	<b>[x] By checking this box I hereby certify that I am the authorizing person of this report noted above and I attest, to the best of my knowledge and belief, that this cost report is a true, correct, and complete statement. This report is subject to audit and verification by the Center for Health Information and Analysis.</b>	
2.2	Date of Authorization	09/14/2023
2.3	Last Name	Thisse
2.4	First Name	Nicholas
2.5	Middle Name	H.
2.6	Title	Owner / President
2.7	Is this information correct?	Yes
	<i>Please note once the Submit button is clicked, this Cost Report and all attachments will be submitted to CHIA for review and finalized. This Cost Report can then only be reopened by contacting CHIA and submitting a request.</i>	
	<i>Please submit all requests to <a href="mailto:Costreports.LTCF@CHIAMass.gov">Costreports.LTCF@CHIAMass.gov</a> along with the following information:</i>	
	<i>a) User Name</i>	
	<i>b) User E-Mail Address</i>	
	<i>c) Organization Name</i>	
	<i>d) Applicable Filing Year</i>	
	<i>e) Reason for request</i>	