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### AAA4 BULLETIN

<b>TO: AAA4 Service Providers</b>	<b>NO: A4B2017-05</b>
<b>SUBJECT:</b> FY 2016/17 Fiscal Closeout: Final Filing Date Monthly Financial Reports (MFRs) / One Time Only (OTO) MFRs / CDA 32 Property Reports	<b>DATE ISSUED:</b> June 23, 2017
<b>REFERENCES:</b> N/A	<b>SUPERSEDES:</b>
<b>PROGRAMS AFFECTED:</b> <input checked="" type="checkbox"/> All <input type="checkbox"/> Title III-B <input type="checkbox"/> Title III C-1/C-2 <input type="checkbox"/> Title III-D <input type="checkbox"/> Title III-E <input type="checkbox"/> Ombudsman VIIa <input type="checkbox"/> Elder Abuse Prevention VIIb <input type="checkbox"/> HICAP <input type="checkbox"/> MIPPA <input checked="" type="checkbox"/> OTO <input type="checkbox"/> Other:	
<b>PURPOSE OF BULLETIN:</b> <input type="checkbox"/> Amend Policy or Procedure <input type="checkbox"/> Clarification <input checked="" type="checkbox"/> Other: Information Update	
<b>FOR INQUIRIES CONTACT:</b> Carrie Wagner, Accountant/Auditor (916) 486-1876 x136, cwagner@agencyonaging4.org.	

**Due Date for Year End MFR Reports FY 2016/17:**

As in prior years, the deadline to submit the June/Closeout Monthly Financial Report (MFR) remains the 15<sup>th</sup> calendar day of the month following the month reported. This year, because July 15 falls on a Saturday, AAA4 will honor MFR's up to and including Monday, July 17, 2017. However, no exceptions or extensions beyond this deadline will be allowed.

*Payments of claims cannot be guaranteed if reports are received by AAA4 after that date.*

**Due Date for Final OTO MFR Reports FY 2016/17:**

All One Time Only (OTO) purchases must be made by June 30, 2017. Requests for reimbursement of equipment purchases must be accompanied by the original receipts dated no later than June 30, 2017. The Final OTO MFRs are due to AAA4 by July 15, 2017, with a grace period through July 17, due to the 15<sup>th</sup> falling on a Saturday this year.

*Payments of claims cannot be guaranteed if reports are received by AAA4 after that date.*

**CDA 32 Property Reports:**

Please submit your updated CDA 32 Property Reports for ALL equipment/property valued at \$500 or more purchased with AAA4 funds. Be sure to include property/equipment purchased this year. The CDA 32 Property Reports should accompany your June/Closeout MFR, and are due in this office by July 17, 2017. *These reports must be received in order to complete the closeout process and issue final payment for the fiscal year.*

**Reminders:**

We recognize that this is a busy time of year for our Funded Partners. In order to process your reports in a timely manner, please make every effort to avoid typographical and rounding errors. Make sure all column totals are mathematically correct and values are entered in whole numbers ONLY. Even minor errors of one dollar must be corrected before we can submit our report to the California Department of Aging and issue payment to you.

Also, double-check the following:

- For C-1 and C-2 Nutrition Providers, double check that all NSIP expenses and reimbursements are accounted for on your final MFR.
- For providers who received additional State award monies, be sure those monies are expended prior to spending Federal award monies.
- Double check that total minimum match reported is proportionate to match-eligible dollars. If minimum required match is not met, AAA4 will reduce reimbursement proportionately.
- Be sure indirect costs reimbursed by AAA4 do not exceed 10% of AAA4 reimbursement to date net of equipment and indirect costs. Indirect costs billed in excess of this threshold will be disallowed.
- In addition to your electronic signature, AAA4 requires a hand-written signature for the June MFR/Closeout Report. This may be sent as a PDF or a fax to the following:
  - **E-mail:** [cwagner@agencyonaging4.org](mailto:cwagner@agencyonaging4.org) AND [fiscal@agencyonaging4.org](mailto:fiscal@agencyonaging4.org).
  - **Fax:** 916-486-9454

Thank you in advance for your cooperation with our Fiscal Closeout process. We value your partnership with us.