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AAA4 BULLETIN

TO: AAA4 Service Providers	NO: A4B2018-06
SUBJECT: FY 2017/18 Fiscal Closeout: Final Filing Date Monthly Financial Reports (MFRs) / One Time Only (OTO) MFRs / CDA 32 Property Reports	DATE ISSUED: June 26, 2018
REFERENCES: N/A	SUPERSEDES: N/A
PROGRAMS AFFECTED: <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"/> HICAP <input type="checkbox"/> MIPPA <input type="checkbox"/> Ombudsman VIIa <input type="checkbox"/> Elder Abuse Prevention VIIb <input checked="" type="checkbox"/> OTO <input type="checkbox"/> Other	
PURPOSE OF BULLETIN: <input type="checkbox"/> Amend Policy or Procedure <input type="checkbox"/> Clarification <input checked="" type="checkbox"/> Other: Information Update	
FOR INQUIRIES CONTACT: Stacy Lusk, Accountant/Auditor (916) 486-1876 x136, slusk@agencyonaging4.org.	

We request your careful attention regarding the following critical year-end deadlines:

Due Date for Year End Baseline and One Time Only (OTO) MFR Reports FY 2017/18:

This year all MFR reports are due on Monday, July 16, 2018 because July 15 falls on a Sunday. Please note, due to strict year-end state reporting deadlines, there will be no exceptions or extensions beyond July 16, 2018. With that in mind, AAA4 highly recommends that you submit your reports by Friday, July 13, 2018. MFRs that include equipment purchases must be accompanied by receipt copies dated no later than June 30, 2018.

CDA 32 Property Reports:

Please submit your updated CDA 32 Property Report that includes ALL equipment/property valued at \$500 or more purchased with AAA4 funds. Be sure to include property/equipment purchased this fiscal year. The CDA 32 Property Report should accompany your June/Closeout MFR, and is due in this office by July 16, 2018.

Important Note:

AAA4 will not guarantee payment of claims if MFR and CDA 32 Property reports are received by AAA4 after the due date.

Reminders:

In order to have AAA4 process your reports and issue final payment, please note the following:

- Please enter all values in whole numbers. Even minor rounding errors of one dollar must be corrected before we can submit our report to the California Department of Aging and issue payment to you.
- For C-1 and C-2 Nutrition Funded Partners, double check that all NSIP expenses and reimbursements are accounted for on your final Baseline MFR.
- Double check that you have reported sufficient match dollars. If minimum required match is not met, AAA4 will reduce reimbursement proportionately.
- For Funded Partners with an indirect cost allocation plan on file, indirect costs reimbursed by AAA4 must not exceed 10% of the AAA4 reimbursement to date, net of equipment and indirect costs. Indirect costs billed in excess of this threshold will be disallowed.
- We ask that you always submit your MFRs in excel format. Additionally, for the June MFR/Closeout, AAA4 requires a hand-written signature on MFRs via email or fax:
 - **E-mail:** 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.