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AAA4 BULLETIN

TO: AAA4 Funded Programs	NO: A4B2026-03
SUBJECT: Revised MFR submission requirements for ALL Funded Partners	
DATE ISSUED: June 8, 2026	
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 <input type="checkbox"/> Title III C-2 <input type="checkbox"/> Title III-D <input type="checkbox"/> Title III-E <input type="checkbox"/> HICAP <input type="checkbox"/> OTO <input type="checkbox"/> Other: Not applicable	
PURPOSE OF BULLETIN: <input checked="" type="checkbox"/> Amend Policy or Procedure <input type="checkbox"/> Clarification <input type="checkbox"/> Information	
FOR INQUIRIES CONTACT: <i>email:</i> fiscal@agencyonaging4.org - main line 916-486-1176	

The purpose of this Bulletin is to formally notify all AAA4-Funded Partners of the implementation of a Revised Monthly Financial Report (MFR) Process. This revision is intended to strengthen fiscal monitoring by ensuring that all MFRs are reviewed **during** the active contract year, rather than after the close of the contract year.

Effective with the new Fiscal Year starting July 1, 2026 MFR Submissions and beyond:

All Funded Partners must submit back-up documentation with each monthly MFR, including:

- Supporting documentation for all non-equipment purchases **to support the MFR submitted**
- **All receipts** for equipment purchases
- **Payroll registers** for the reporting period on a quarterly basis

All back-up documentation (e.g., receipts, invoices, payroll registers) must be uploaded to TEAMS **in addition to** the monthly MFR submission. Please upload all supporting files in **PDF format**.

Timely submission of complete and accurate documentation supports compliance with federal audit standards, reduces the likelihood of audit findings, and shortens overall audit timelines. This aligns with federal expectations for transparency, internal controls, and documentation under 2 CFR Part 200 and 45 CFR Part 75.

Funded Partners are reminded that federal audits may occur at any time, and entities expending federal funds must ensure their records remain ready for review, consistent with **2 CFR §200.501-§200.512** regarding audit preparation, auditee responsibilities, and follow-up requirements.

Questions and inquiries should be directed to the Fiscal Team and/or your assigned RSS.