

Cash Request Instructions

- 1 On the Cash Request Worksheet, please enter Agency Name. This will then populate the Service Financial Reports (SFR)
- 2 Verify you are working on the correct month.
- 3 Columns below will autofill when monthly SFR's are completed
 - B – Subtotal Revenue
 - C – Adj YTD Expense
 - D – Net Cash Position
 - F – Cash Needed
 - H – Cash Request
 - J – YTD Unit %
- 4 Column E – Fill in by Subcontractor. Estimated Monthly Expense amount for the month following the attached FSR month. DO NOT OVERESTIMATE, this will reflect in subsequent months.
- 5 Column G – Fill in by Subcontractor. Maximum Monthly Expense will be:
of months into FY (numerator)/6 (denominator) if during 6-month SGA time period multiplied by the SGA award. OR
of months into FY (numerator) /12 (denominator) if during 12-month SGA time period multiplied by the SGA award.

Then take that result and reduce it by revenue already requested to get the figure for Column G.

Note: For Congregate Meals and Home Delivered Meals, it will include Federal, State, and NSIP awards.

The information to be obtained directly from the SGA received from the Region 9 AAA.

- Exception to the above Maximum Monthly Request: For IID Funding or Elder Abuse Funding, please note as many times these are specific programs/conferences, if the program/conference is scheduled in advance and written notice is given, the Monthly Request amount may be for the full project amount if approved.
- Only Kinship Support Group requests should be made through this cash request process. Grandparent Kinship – Grandparent reimbursement will continue to be processed through accounts payable upon approval.

Instructions for completing the Service Financial Report

- 1 Verify you are working on the correct month.
- 2 Enter budget figures ensuring that the most recent approved one is being used. If it has not changed from the previous month, copy and paste into the new month's spreadsheet.
- 3 Complete YTD Revenues and Expenses and the monthly figure will automatically calculate. Totals and colored fields will populate based on formula.
- 4 Enter monthly units.

Notes:

Be sure to include all Federal/State Revenues received for the month. This figure will be checked against our Accounts Payable for accuracy.

No excess local cash should be recorded until all required cash match has been met. Cash match at a minimum should be recorded quarterly and be at least at percentage of Federal and/or State Revenue received.

Program Income for ineligibles (Meal programs) should at a minimum equal the number of ineligible units times the approved under 60 donation rate **(which as a reminder should be the full cost of a meal)**. Timing of waiver payments will cause discrepancies during the fiscal year, however at Year End, it should balance out.

If the COA chooses to allow employees to eat meals at no charge or at a reduced rate, there needs to be a transfer from excess local (millage) monies into the Program Income-Non-Eligible Meals.