

Region 9 AAA	Local Policy #	20
Policy Name	Cash Request	
Original Policy Date	March 10, 2014	
Review/Revise Date	November 2016 September 2021	

Policy:

The Area Agency on Aging requires specific reporting documentation to ensure there is not excess cash on hand.

Procedures:

1. Complete and submit the cash request form.
 1. Complete service financial report(s).
 2. Estimate following month's expenses. Be sure to anticipate current needs only, do not overestimate. If figures are inflated, this will affect subsequent cash requests.
 3. Complete the Maximum Monthly Request column. This figure 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.
 4. Exception to the above Maximum Monthly Request: For IIID 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.
 5. For those Counties who receive Kinship Funding only the amount of the support groups will be requested on the cash request. It is important to ensure request forms are completed timely and include all pertinent information to avoid delays in processing. The cash request for reimbursing the grandparent will continue to be processed through our Accounts Payable department as requests are approved.

2. Deadline to submit cash request form is the 5th working day of the month. Failure to meet this deadline may delay payment up to one month.