

<b>Region 9 AAA</b>	<b>Local Policy #</b>	<b>19</b>
<b>Policy Name</b>	<b>Budget Approval</b>	
<b>Original Policy Date</b>	<b>March 10, 2014</b>	
<b>Review/Revise Date</b>	<b>November 2016 September, 2021</b>	

**Policy:**

The Area Agency on Aging is responsible for fiscal monitoring of Subcontractors. Accurate fiscal reporting on the part of the Subcontractor coincides with the budget development process. Subcontractor budgets should be well planned to provide a reliable guide for spending. Subcontractor budgets require written approval from the AAA.

**Procedures:**

1. Subcontractor will submit a budget to AAA by requested due date.
2. The AAA staff will review submitted budget for mathematical accuracy and appropriateness. If changes are required, an AAA staff member will contact the Subcontractor and discuss.
3. The AAA will notify the subcontractor in writing of the approval of the submitted budget.