



Funded Partner Onboarding Training

Module 5

Fiscal Procedures

Learning Objectives



Module 1 - Understanding how the Aging Network delivers programs and services for older adults, caregivers, older relatives raising children and veterans

Module 2 - Understand programs and services offered in PSA 02 under the Older Americans Act

Module 3 - Understand how to access additional services for older adults, caregivers, older relatives raising children and veterans that are not part of the Older Americans Act

Module 4 - Understand grants management activities and processes essential to delivering Older Americans Act services

Module 5 - Understand fiscal procedures and processes required for Older Americans Act service delivery

Module 6 - Identify and utilize other training resources available for Older Americans Act and other aging network services

What to Know from Fiscal

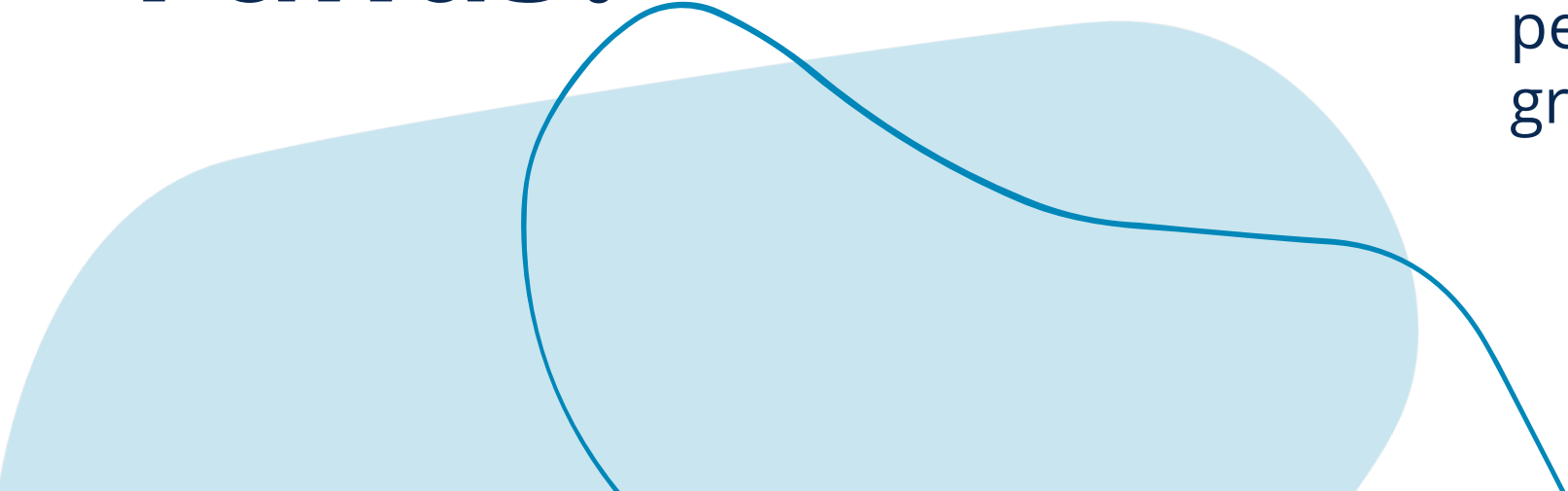
The difference between **State & Federal Funding**

When & How to Submit a **Cash Request**

Understanding your **Disbursement Reports**



What is the Difference Between State & Federal Funds?



- State Funds follow the State Fiscal Year:
July 1st – June 30th
- Federal Funds follow the Federal Fiscal Year:
October 1st – September 30th
- Other smaller grants can also have different fiscal periods, for example, SHIP grants

Cash Requests

Cash requests are not needed for most grants. Grants are distributed monthly.

Special Grants require monthly Cash Requests

Updated cash requests are emailed by the end of each month

Cash Requests are due to Fiscal (fiscal@ageguide.org) by the **7th of the month**

All requests are due to IDoA on the **10th of the month**

Cash Request Form

Cash Request for Special Grants

See the example

Note the DATE PAID is when the payment is paid to YOUR bank

GRANTEE NAME						
SUBMISSION DATE						
PREVIOUS MONTH						
Service Title					Total	Date Paid
Service Name						
County						
Award Amount					0.00	
October					0.00	
November					0.00	
December					0.00	
January					0.00	
February					0.00	
March					0.00	
April					0.00	
May					0.00	
June					0.00	
July					0.00	
August					0.00	
September					0.00	
Total Requested	0.00	0.00	0.00	0.00	0.00	0.00
Remaining Award	0.00	0.00	0.00	0.00	0.00	0.00
	FORM PREPARED BY			AUTHORIZED SIGNATURE		

Disbursement Reports

Emailed monthly after AgeGuide processes an ACH (Direct deposit) to your account. This will reconcile with your deposit

Overview of Grants YTD to assist in reporting quarterly or closeout



Disbursement Report

1/12th for Federal Funding
Title III & VIII

1/9th for State Funding (ST)

FY23 Grantee Disbursement Report



GRANTEE NAME

MONTH OF PAYMENT

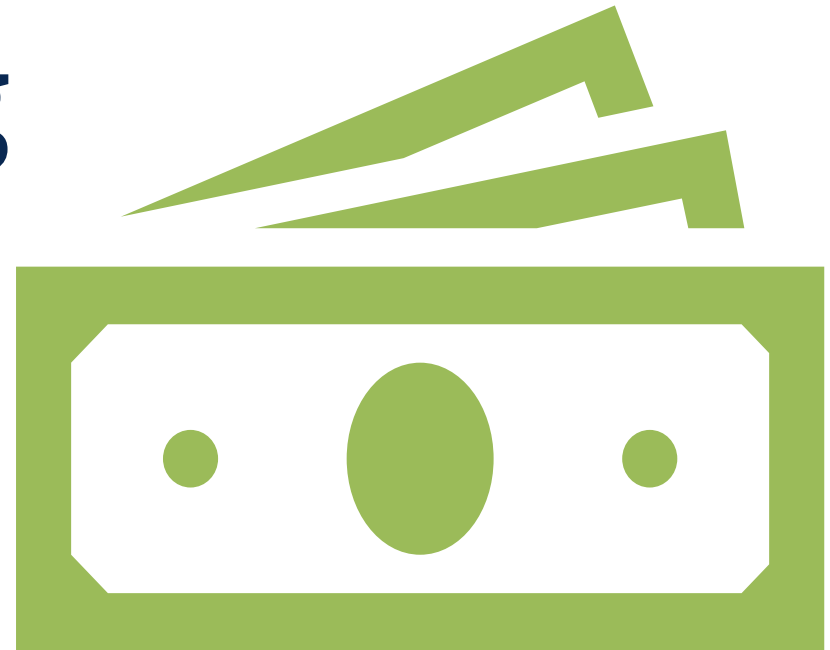
Service Title	ST Comm Serv	ST CAREGIVER	IIIB	IIIB	IIE	IIIE	VII OMB	MIPPA	ST COMM SERV		Total	Date Paid
Service Name	I&A	Assistance	I&A	Education	Individual Counseling	Gap Filling	Ombudsman	MIPPA	ADRD			
County	Will	Will	Will	Will	Will	Will	Will	Will	Will			
Award Amount	55,000.00	15,000.00	42,662.00	24,481.00	29,952.00	23,669.00	22,517.00	20,557.00	24,677.00		258,515.00	
October	4,583.00	1,250.00	3,555.00	2,040.00	2,496.00	1,972.00	1,876.00	1,713.00	1,757.00		21,242.00	2/14/2023
November	4,583.00	1,250.00	3,555.00	2,040.00	2,496.00	1,972.00	1,876.00	1,713.00	1,757.00		21,242.00	2/14/2023
December	4,583.00	1,250.00	3,555.00	2,040.00	2,496.00	1,972.00	1,876.00	1,713.00	1,757.00		21,242.00	3/24/2023
January	4,583.00	1,250.00	3,555.00	2,040.00	2,496.00	1,972.00	1,876.00	1,713.00	1,757.00		21,242.00	4/20/2023
February	4,583.00	1,250.00	3,555.00	2,040.00	2,496.00	1,972.00	1,876.00	1,713.00	1,757.00		21,242.00	4/20/2023
March	4,583.00	1,250.00	3,555.00	2,040.00	2,496.00	1,972.00	1,876.00	1,713.00	1,757.00		21,242.00	5/24/2023
April	4,583.00	1,250.00	3,555.00	2,040.00	2,496.00	1,972.00	1,876.00	1,713.00	1,757.00		21,242.00	6/30/2023
May	4,583.00	1,250.00	3,555.00	2,040.00	2,496.00	1,972.00	1,876.00	1,713.00	1,757.00		21,242.00	7/21/2023
June	4,583.00	1,250.00	3,555.00	2,040.00	2,496.00	1,972.00	1,876.00	1,713.00	1,757.00		21,242.00	8/31/2023
July											0.00	
August											0.00	
September											0.00	
Close-Out											0.00	
Total Disbursed	41,247.00	11,250.00	31,995.00	18,360.00	22,464.00	17,748.00	16,884.00	15,417.00	15,813.00	0.00	191,178.00	
Remaining Award	13,753.00	3,750.00	10,667.00	6,121.00	7,488.00	5,921.00	5,633.00	5,140.00	8,864.00	0.00	67,337.00	

Timeline of Money



Fiscal@AgeGuide.org

For all Questions on Cash Requests and
Disbursement Reports



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Next Up: Module 6: Resources