

*COMMONWEALTH of VIRGINIA*  
*Department for the Aging*

**MEMORANDUM**

**TO:** Executive Directors  
Finance Directors  
Area Agencies on Aging

**FROM:** Marica B. Monroe

**DATE:** October 18, 2011

**SUBJECT: Final Contract Year 2011 Financial Report And Service Report (13<sup>th</sup> Month Report)**

Please read carefully and follow instructions.

The Contract Year 2011 Financial Report And Service Report (13<sup>th</sup> Month Report) should be completed and electronically submitted to the Virginia Department for the Aging (VDA) by the close of business, **November 11, 2011**. This report is used by Area Agencies on Aging (AAAs) to report finalized annual performance, expenditures and receipts for the fiscal period October 1, 2010 through September 30, 2011. The following schedules must be submitted.

- **Final Contract Year 2011 Financial and Service Report:** This year the Aging Monthly Report (AMR) will be used to report compiled annual programmatic and financial information for the period October 1, 2010 to September 30, 2011. When completing your report, select **Final (13<sup>th</sup> Mo)** from the month drop down menu on the payment worksheet. Please name your file, "Final PSA xx," when emailing your submission to [reports@vda.virginia.gov](mailto:reports@vda.virginia.gov). Insert your PSA number in the characters denoted by xx.

Please make certain your Agency's AIM or PeerPlace data supports the AMR service data.

- **Final (13<sup>th</sup> Mo) – Schedules A, B, & C:** Schedules A, B, & C have been written in Excel and are available on the VDA website at <http://vda.virginia.gov/reportsandinstructions.asp>. The three

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schedules are tabbed as separate worksheets in the workbook. The workbook should be downloaded to your computer before completion. Please name the file, "ABC PSA xx," when emailing your submission to: [reports@vda.virginia.gov](mailto:reports@vda.virginia.gov). Schedules A, B, & C are to be included in your audited financial statements as supplementary information and your audit firm is **required** to include these schedules in their audit opinion. Please ensure all funds received from VDA are included and that recorded amounts reconcile to the September 2011 remittance advice to be provided by VDA. American Recovery and Reinvestment Act funds must be reported separately and are highlighted in **yellow** as a separate line item on the necessary schedules. **Please ensure that the agency submission and the schedules included by your auditor in the audit report are in the current format.**

- **Schedule A, Status of Funds:** This schedule provides an accounting of grant funds on hand at the beginning of the period, and receipt and expenditures of grant funds during the period. Although general fund awards for the fiscal year ending on June 30, 2011 needed to be obligated by June 30, 2011, the recipient had until September 30, 2011 to liquidate the obligations. If a cash balance exists on September 30, 2011 from any general fund award for the Program Year (PY) ending on June 30, 2011, please refund the balance to VDA with a copy of Schedule A as your remittance advice.
- **Schedule B, Costs by Program Activity:** This schedule accounts for the expenditure of funds by activity rather than grant. Please ensure that Schedules A & B tie where appropriate. Again, Schedule B has been modified to correspond to the Aging Monthly Report. It now includes separate sections to report Title III activity (Except III-E) and a section to report III-E activity. If there are no audit adjustments, the data reported on your final AMR should be the same as reported on Schedule B.
- **Schedule C, Status of Inventories:** Tangible personal property purchased with funds from a Federal or State grant

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should be included. Generally, equipment or large quantities of food would be the main items reported. Equipment with a fair market value of less than \$5,000 per unit should not be reported.

**Contractor Certification Form:** This form should be prepared on AAA letterhead and signed by the AAA Executive Director. The form is available on the [VDA website](#).

Please mail the Contractor Certification to:

Marica B. Monroe, Financial Manager  
Virginia Department for the Aging  
1610 Forest Avenue, Suite 100  
Richmond, VA 23229

Your submission should include **all** contracts issued by VDA to support contract year 2011 operations. All funds received during the period, October 1, 2010 to September 30, 2011, should be accounted for and included. **As a reminder, your agency's audit report is due to VDA by December 15<sup>th</sup>.** One 30-day extension may be requested in writing, but the extension request must be received before December 15<sup>th</sup>.

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## CERTIFICATION

I, (Insert Name)\_\_\_\_\_ certify that I am the  
Executive Director\_\_\_\_\_ of\_(Area Agency on  
Aging)\_\_\_\_\_.

I have reviewed the Final (13 Month) Aging Monthly Report (AMR) and Status of Funds, Costs by Program Activity, and Status of Inventories (Schedules A, B, & C) for contract year 2011. By submitting these reports, as required by the Virginia Department for the Aging (VDA) Regulations, Section, 22 VAC 5-20-480 and Section 22 VAC 5-20-500, I certify, that to the best of my knowledge and belief, this information is a true, correct, and complete statement prepared from the books and records of the agency in accordance with applicable instructions, except as noted.

Further I certify that all costs and revenues reported are allowable as specified by the contracts issued with the VDA. Any audit adjustments that occur subsequent to the filing of these documents, shall be promptly reported to the VDA.

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date