

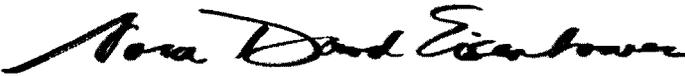
 COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF AGING Harrisburg, PA 17101	PENNSYLVANIA DEPARTMENT OF AGING	
	1. File Number: APD # 08-01-04	2. Disposition: Recinds and Replaces APD #07-01-08
	3. Issuance Date: October 27, 2008	4. Effective Date: October 27, 2008
	5. Program Area: AAA Administration	
6. Origin: Bureau of Program Integrity	7. Contact: Bureau of Program Integrity (717) 265-7888	

AGING PROGRAM DIRECTIVE

SUBJECT: FISCAL YEAR (FY) 2008-09 FINANCIAL REPORTING REQUIREMENTS (FRR)

TO:

EXECUTIVE STAFF ADMINISTRATION ON AGING PA ASSOCIATION OF AREA AGENCIES ON AGING COMPTROLLER BUREAU OF HOME & COMMUNITY BASED SERVICES	BUREAU OF PROGRAM INTEGRITY AREA AGENCIES ON AGING PA COUNCIL ON AGING DPW, OFFICE OF PROGRAM DEVELOPMENT & SUPPORT
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FROM: 

Nora Dowd Eisenhower
Secretary
Pennsylvania Department of Aging

PURPOSE: The purpose of this Aging Program Directive is to transmit to the Area Agencies on Aging (AAA), the FY 2008-09 FRR and to rescind the previous year's FRR (APD #07-01-08).

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CHAPTER 1 – PURPOSE

I. Scope

The purpose of the Directive is to transmit the annual Financial Reporting Requirements (FRR) for FY 2008-09 and to provide instruction to agencies in completing the FRR.

II. Background

In conjunction with the Accounting Manual, (Reference APD #97-01-02) and the FY 2007-08 Aging Block Grant, (Reference APD #08-01-02). The Pennsylvania Department of Aging (PDA) has prepared fiscal reporting requirements. This information is necessary for reporting to the Administration on Aging (AoA) and other interested parties, monitoring the aging network and proper control of public funds.

Block Grant financial expenditure, earned revenue, program income, and cost share collection information will be submitted to the Department on a quarterly basis. Each report will be cumulative in nature so that the data will provide the Department with a current overview of the AAA's expenditures, program income collections, and balances.

The AAAs will continue to receive monthly Block Grant fund advances equaling 1/12 of the AAA's total Block Grant allocation. End of fiscal year settlements comparing FRR reported expenditure amounts to approved Block Grant budgets and monthly funding amounts distributed to the AAA will continue to be made at the end of each fiscal year in accordance with APD #06-01-14, "AAA Cost Settlement Process".

Financial reporting for the PDA Waiver Program and Title V (SCSEP) were addressed in separate APDs. Financial information for the PDA Waiver must be submitted to the Department on a monthly basis. The Title V financial reports are submitted on a quarterly basis. This information must be incorporated into the FRR spreadsheets that are submitted to the Department.

CHAPTER 2 – REPORTING INSTRUCTIONS

I. General Reporting Rules

The Department has established standardized fiscal reporting documents for the Aging Block Grant Agreement in an Excel workbook to be utilized by all AAAs to report the required data. FRR09XXY XLS provides the standardized workbook with worksheets for specific programs, fixed assets and program income, and is included in the APD #08-01-04 folder in the AS/400. Imbedded cell formulas have been incorporated to link the State Family Caregiver Support Program and the Federal Family Caregiver Support Program worksheet information to the Line Item Expenditure worksheet. Actual collections of program income and cost sharing funds must be reflected on the Program Income worksheet. All Waiver expenditures including expenditures on NHT activities must be included on the Waiver expenditure line. When using the FRR09XXY XLS, AAAs need to set their computer macro security level to medium.

Instructions for electronic transmission, FRRET-09.doc, are included as an attachment in the APD #08-01-04 folder on the AS/400.

The AAAs must adhere to the following reporting requirements when completing the FRR:

1. The AAAs must report all expenditures by both the major object in the appropriate cost center and by the source of revenue in the appropriate cost center. The AAAs are required to utilize a modified accrual accounting system to account for all expenditures.
2. Each report will be cumulative in nature. Report 1 will encompass all July, August, and September information. Report 2 will include all information from July 1 to December 31. Report 3 will cover the period of July 1 to March 31. Report 4 will include the total for the entire FY.
3. When the AAA has identified a significant reporting error(s) or otherwise wants to make adjustments to a submitted FRR report, the AAA must revise the most current report that has been submitted. The AAA must notify the Bureau of Program Integrity prior to the resubmission.
4. The AAAs must identify all fixed assets by object code and with a narrative description in the quarter when the item was purchased. The definition of a fixed asset is property of a tangible nature with a useful life of more than one (1) year and an acquisition cost of more than \$5,000 per single invoice. An acquisition cost is defined as the net invoice price of the article, plus the transportation charges, installation or set-up fees and the cost of any necessary modifications, attachments or accessories. The AAAs must receive approval from the Pennsylvania Department of Aging (PDA) prior to the purchase of any fixed asset.
5. All data cells have been pre-populated with zeros, which will appear as hyphens (-) in the spreadsheet. The AAAs are required to enter data as appropriate and all figures must be rounded to the nearest dollar.
6. The AAAs must ensure that all values of checks are equal "true" prior to submitting the information to the Department. Any submission with a "false code" or reference number will be rejected by PDA.
7. The un-audited final Financial Report is due to the Department of Aging no later than August 15, 2009. Based on this report, un-audited settlements will be made. If monies are due to the Department, a check identifying program(s) and fiscal year(s) must be made payable to the Department of Aging and mailed to the Commonwealth of Pennsylvania, Department of Aging, Bureau of Program Integrity, Attention: Rob Heinlen, 555 Walnut Street, 5th Floor, Harrisburg, PA 17101-1919, no later than ninety (90) days (September 30, 2009), after the end of the fiscal year. Subsequent to this, the Department will initiate its cost settlement process as outlined in APD #06-01-14, "AAA Cost Settlement Process".
8. The AAA must apply all costs to the most appropriate cost center. The AAA must comply with the cost center definitions contained in the PDA Accounting Manual, (reference APD #97-01-02), the updated definitions for home support and information and referral services, (Reference APD #07-01-05), and service definitions in the "Home and community Based Services Procedures Manual, (reference APD #03-01-06). For

reporting purposes, the Information and Referral cost center definition has been expanded to include non-care managed assistance type activities that are conducted by the AAA in locations other than senior centers. The Home Support cost center should be used to record NHT services to Options consumers that fall into existing cost centers (for example: moving and housing expenses).

9. The AAAs must adhere to all budget requirements and parameters that have been established in APD #08-01-02, "AAA Program Requirements, Planning Allocations and Aging Services":

Block Grant Format for FY 2008-09 for programmatic, categorical and total funding. The Department will monitor AAA expenditures and will contact the AAAs as needed to resolve expenditure concerns.

10. Errors on FRR submissions will be communicated to AAAs through validation reports. Any discrepancies on the validation reports must be addressed within the requested time frame(s).

CHAPTER 3 – SUBMISSION OF THE FRR

I. Due Dates

The AAAs must transmit the quarterly FRR within thirty (30) calendar days after the end each quarter. Because of the delay in the issuance of this APD, the Department is giving the network until November 30, 2009 to submit the first quarter report. The fourth quarter report is due within forty five (45) calendar days after the end of the quarter.

<u>Report</u>	<u>Months Covered</u>	<u>Due Date</u>
1 (A)	July 1, 2008-September 30, 2008	November 30, 2008
2 (B)	July 1, 2008-December 31, 2008	January 30, 2009
3 (C)	July 1, 2008-March 31, 2009	April 30, 2009
4 (D)	July 1, 2008-June 30, 2008	August 15, 2008

In those cases when the quarterly FRR has not been received by the Department by the due date identified above, the Department will apply the protocol described in Aging Program Directive #05-01-05, "Data Submission Requirements" regarding the overdue submission of documents from the AAAs. AAA funding may be adversely effected if the AAA fails to complete and submit the reports in a timely manner.

II. Electronic Submission

FRRs must be transmitted electronically to the Department in accordance with "Procedures for AAAs to Submit Program and Financial Reports to the Department". This document can be found in AAAEXCL on "Age 400/Qdls drive under Word document AAASPR09.doc file. The AAAs must ensure that the correct report period number is entered on each document of the FRR. Insertion of an incorrect period number will prevent processing of submitted documents.

III. Technical Assistance

Inquiries regarding this directive should be referred to the Bureau of Program Integrity at (717) 265-7888. For technical assistance with the electronic transmission and/or completion of the FRRS, the AAAs are instructed to contact, Rob Heinlen at rheinlen@state.pa.us.

**SUBMISSION INSTRUCTIONS
FOR THE FRR09XXY.XLS FILE**

• Renaming the file:

For period 1(A): (July 1, 2008, through September 30, 2008), rename the file by replacing the "XX" with the PSA Number and the "Y" with an "A".

For period 2(B): (July 1, 2008, through December 31, 2008), rename the file by replacing the "XX" with the PSA Number and the "Y" with a "B".

For period 3(C): (July 1, 2008, through March 31, 2009), rename the file by replacing the "XX" with the PSA number and the "Y" with a "C".

For period 4(D): (July 1, 2008, through June 30, 2009), rename the file by replacing the "XX" with the PSA number and the "Y" with a "D".

• Submitting the file:

Submit the completed file for the period by placing the correctly named file in the AAA folder on the AS/400.

The AAA folder is electronically reviewed each evening by programs on the AS/400 system that read the names in the folder, and then move properly named files to folders where the files are reviewed, validated, and processed to a final folder. Improperly named files result in messages to Department staff and a subsequent request for a new properly named file from the AAA.

DO NOT TRY TO MACRO THE WORKBOOK. PLACE IT IN THE FOLDER AS AN EXCEL FILE.

If upon review and validation of the file revisions, corrections need to be made, the AAA will be advised of the revisions/corrections necessary for updating and resubmission.

Revised reporting information: The Department expects that the expenditure information in each reporting period will be as accurate as possible to reflect the cost of service and administration cumulative to date, regardless of when the cash outlay occurs. Therefore, changes relative to reports, which have already been submitted, should be input into an original/amended report for the most current period submitted to the Department. Be careful during resubmissions to ensure that the correct naming convention has been used so that the correct file is replaced at the Department.