

Area Agency on Aging District 7, Inc.
OLDER AMERICANS ACT PROGRAMS
Policy and Procedures

Division: Planning & Program Development

Policy Name: Quarterly Financial Reporting

Policy #: OAA-014

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Policy: All providers of Older Americans Act Title III services will be required to submit quarterly financial reports by using the Sub-Recipient Quarterly Financial Report Form provided by AAA7.

Procedures:

1. AAA7 will make available the Sub-Recipient Quarterly Financial Report form.
2. Providers will complete and submit the financial report by the 10th day of the month following each quarter end.
3. The reports will be cumulative each quarter and a 'final' report will be submitted in February for the year before.
4. The information on the Sub-Recipient Quarterly Financial Report form will be used to determine the amount of Title III funds earned by the provider. It will also be used to determine redistribution of Title III funds.
5. The 'final' report in February will be used as the core document for the annual financial monitoring conducted by the Planning & Program Development department.