



COMMONWEALTH OF VIRGINIA
DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES

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MEMORANDUM

TO: Executive Directors
Finance Directors
Area Agencies on Aging

FROM: John Carpenter – Director of Administration, Division for Aging Services

DATE: October 4, 2023

SUBJECT: Final Contract Year 2023 Financial Reports

Please read carefully and follow these instructions.

The Area Plan Contract Year 2023 Final (13th Mo) AMR, Schedules A, B, & C and the Certification Form should be completed and submitted to the Department for Aging and Rehabilitative Services (DARS) by the close of business, **November 16, 2023**. These reports are used by Area Agencies on Aging (AAAs) to report finalized annual performance, expenditures and receipts for the fiscal period October 1, 2022 through September 30, 2023. DARS needs these reports by the due date to ensure accurate and timely processing of future monthly fund requests.

The following schedules must be submitted.

- **Final (13th Mo) AMR:** The Aging Monthly Report (AMR) will be used to report compiled annual programmatic and financial information for the period October 1, 2022 to September 30, 2023. When completing your report, select **Final (13th Mo)** from the month drop down menu on the payment worksheet. Please name your file, “Final PSA xx,” when emailing your submission to closeoutreports@dars.virginia.gov. Insert your PSA number in the characters denoted by xx.

Do not simply change the month dropdown and submit the September AMR. Please review the 13th Month AMR by checking for the following:

- Expenditures should agree with Schedule B, Costs by Program Activity
- Update the Request for Funds Tab information to reflect the September Payment AND that it agrees with Schedule A, Status of Funds.

Please use PeerPlace data to report service data. In the event of a discrepancy between the AMR reported data and PeerPlace, the PeerPlace data will be used for all services except

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Legal Assistance, Public Information and Education, and Outreach. In other words, PeerPlace data will be used to measure the performance of your agency.

- **Schedules A, B, & C:** Schedules A, B, & C have been written in Excel and are available on the DARS SharePoint site at <https://sharepoint.wvrc.net/VDProviders>. The three 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: closeoutreports@dars.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 DARS are included and that recorded amounts reconcile to the September 2023 remittance advice provided by DARS. **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, 2023 needed to be obligated by June 30, 2023, the recipient had until September 30, 2023 to liquidate the obligations. If a cash balance exists on September 30, 2023 from any general fund award for the Program Year (PY) ending on June 30, 2023, please refund the balance to DARS 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 and should be completed prior to Schedule A so that balances can be populated in formulated cells. Please ensure that Schedules A & B tie where appropriate. Again, Schedule B has been modified to correspond to the Aging Monthly Report. It 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 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.
- **Certification Form:** This form should be prepared on AAA letterhead and signed by the AAA Executive Director. Please mail or scan and email the Certification Form to:

Tanya Brinkley
Department for Aging and Rehabilitative Services
1610 Forest Avenue, Suite 100
Henrico, VA 23229

Or email to closeoutreports@dars.virginia.gov

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This letter and the forms are available on the <https://sharepoint.wvrc.net/VDProviders>. Your submission should include **all** contracts issued by DARS to support contract year 2023 operations. All funds received during the period, October 1, 2022 to September 30, 2023, should be accounted for and included. **As a reminder, your agency's audit report is due to DARS by December 15th.** The audit should include an audited version of Schedules A, B, & C. If, for reasons not within the control of the Agency, this report cannot be submitted by this time, the Agency shall make a written request for an extension of time before December 15th using the DARS Audit Report Extension Request available on the DARS SharePoint site at <https://sharepoint.wvrc.net/VDProviders> . Please send your request for an extension to John Carpenter at John.Carpenter@dars.virginia.gov.