

DRAFT

DEPARTMENT OF HUMAN SERVICES
DIVISION OF AGING AND ADULT SERVICES

Policy Type	Subject of Policy	Policy Number
Fiscal Principals	Financial Management	401.00

Policy Statement: In order to receive grant funds from DAAS, grantees must comply with the following requirements.

1. Submit a proposed budget,
2. Provide required expenditure information and reports,
3. Provide DAAS with a preliminary determination of the funds remaining from grants within 45 days of the end of the grant period, and
4. Notify DAAS of final audited fund balances within 30 days after the agency's single agency audit is due.

Grantees will not be allowed to draw cash before they need it and will not be allowed to keep excessive cash on hand.

Grantees must have written approval from DAAS to spend funds remaining from previous grants.

Purpose: The purpose of this policy is to outline the process for receiving grant funds from DAAS.

Scope: Grantees, Contractors and Subcontractors of DAAS.

General Authority:

Older Americans Act law and regulations
Arkansas Code Ann. §25-10-101 et seq.

Effective Date 1/1/92

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