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## MEMORANDUM

**TO:** Area Agencies on Aging      **NOTICE #:** 111403-1-I-SWCBS

**FROM:** Susan M. Tucker  
Deputy Secretary

**DATE:** November 13, 2003

**SUBJECT:** Notice of Instruction: Surplus/Deficit Report for SFY 2003-2004

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The purpose of this Notice is to provide additional instruction and clarification for the Monthly Surplus/Deficit Reports submitted by the Area Agencies on Aging to the Department, in order to provide for more uniform reporting. The reports submitted as of September 30th, in most cases, followed the prescribed format and are currently being reviewed by Department staff. The following clarifications are necessary to facilitate the comparison of programs and Planning and Services Areas in a cohesive manner.

1. Insert PSA number and "as of date" in title (not date of submission).
2. Provide a rollup page for the PSA in addition to the break out page by program. The rollup page would include all State and Federal programs (CCE, HCE, LSP, ADI, CS—contracted services, OAA—by title, USDA meals, EHEAP, ADA, ALE, Medicaid Waiver Specialists) with the total surplus/(deficit) included for each program.
3. Provide a break out page by program, by provider, for each of the programs named above with totals across the bottom and explanation for surplus/(deficit) if warranted. Additional explanations are needed on how AAA will address deficits and/or transfers between programs.
4. Ensure service year is for 12 months and not 15 months (length of GR contracts).
5. Submit surplus/(deficit) report in a single file (with tabs for each program) electronically to your DOEA contract manager and to Sammie Reimers in Administration ([ReimersS@elderaffairs.org](mailto:ReimersS@elderaffairs.org)) on the 25<sup>th</sup> of the month following the reporting period.
6. Sample report is attached.
7. Submittal of planned budget transfers between programs is due January 30<sup>th</sup> and April 30<sup>th</sup> for State programs. These should be included in the December and March reports. Extra time is allowed for these reports due to the transfer requests.
8. Amendments to contracts and budget amendments will be completed in February and May.
9. The Department is planning to move to a database, on the Intranet which will be updated online for the Monthly Surplus/Deficit Reports.

If you have any questions, please contact your DOEA contract manager. Thank you for your continued assistance in this matter.

Attachment

cc: AAA Fiscal Officers  
DOEA Contract Managers

<http://elderaffairs.state.fl.us>