

## **Instructions for Completing CDA 255FA**

The Monthly Expenditure Report form (CDA 255FA) is designed for reporting revenues and expenses for the Financial Alignment (FA) Program. All reported costs entered into the CDA 255FA should be rounded to the nearest dollar.

### **HEADER SECTION:**

Enter the following information:

- Planning and Service Area (PSA) number [assigned two digit contract extension]
- Fiscal Year – State Fiscal Year
- Contract number will auto-populate once the PSA# is entered
- Date – Date the report is being submitted

### **EXPENDITURES:**

Enter the month and year for which expenditures are being reported. For each column, enter:

- Total Expenditures (Total costs expended during the reporting month)
- In-Kind
- Program Income
- Other Funds
- Total Contract Expenditures will auto-calculate (Total Expenditures minus In-Kind minus Program Income minus Other Funds = Total Contract Expenditures)

### **FOR STATE USE ONLY:**

This section is to be completed by CDA staff.

### **SUBMISSION DUE DATES:**

The completed CDA 255FA must be sent as an e-mail attachment to the [Fiscal Email Address: FiscalTeam@aging.ca.gov](mailto:FiscalTeam@aging.ca.gov) and is due by the 30<sup>th</sup> of each month for the month 30 days prior.

If there are no expenditures to report, enter zeroes, but you must submit your report.

In your email subject line, please identify your PSA ##, Program, and Month of Expenditure Report being submitted (Example: PSA 34 FA 09 EXP).