

## Instructions for Completing CDA 29

The Expenditure Report form (CDA 29) is designed for reporting monthly expenses for the Title V SCSEP. All reported costs entered into the CDA 29 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 Fiscal Year and PSA # are entered
- Invoice 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 (Cash & In-Kind) expended during the reporting month)
- Recipient Local Share Cash (Cash contributed locally to support the program during the reporting month)
- Recipient Local Share In-Kind (Dollar value of goods and/or services donated locally to support the program during the reporting month)
- Program Income (Program participant contributions received locally to support the program during the reporting month)
- Federal Share will auto-calculate (Total Expenditures minus local funding sources = Federal Share)
- Total Admin, Total Program Other, and Total Program and Admin columns will auto-calculate.

### **QUARTERLY ACCRUALS:**

This section **MUST** be completed on a quarterly basis, when submitting the Sept, Dec, March, and June expenditures, per DOL Grant requirements. For each quarter, enter estimated accruals (unpaid/unprocessed expenses) incurred during the 3 month quarterly period reported. If your agency operates and reports expenditures on an accrual basis, enter "NA" in the Accruals section.

- Select Quarter being reported and enter accrual amounts for each activity. **CDA will not recognize these accruals as expenditures. They are for federal reporting purposes only.**

STATE OF CALIFORNIA  
CALIFORNIA DEPARTMENT OF AGING  
**TITLE V/SCSEP EXPENDITURE REPORT INSTRUCTIONS**  
CDA 29i (REV 06/2018)



**FOR STATE USE ONLY:**

This section is to be completed by CDA staff.

**SUBMISSION DUE DATES:**

The completed CDA 29 must be sent as an e-mail attachment to the [Fiscal Email Address](mailto:FiscalTeam@aging.ca.gov): FiscalTeam@aging.ca.gov and is due by the last business day of each month. Submit Expenditures for the month ended 30 days prior (example: September expenses are due the last business day of October). Signatures of the AAA director and staff are not required.

In your email subject line, please identify your PSA ##, Program, and Expenditure Month being submitted (Example: PSA [34](#) TV [09](#) EXP FY [1819](#)).

Once approved, you will receive a copy of the CDA 29, to include documentation reflecting any CDA adjustments, via email. Please adjust your records to reflect any CDA adjustments.