

Instructions for Completing CDA 9047

The Expenditure Report form (CDA 9047) is designed for reporting monthly expenses and service data for the AAA Vaccine funds. All reported costs entered in the CDA 9047 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
- AAA Vaccine – AAA Number
- Date – Date the report is being submitted

EXPENDITURES:

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

- Federal IIIB Program amount
- Federal IIIB Admin amount
- Total Admin and Total Program columns will auto-calculate.

PROGRAM INFORMATION:

Enter the following information for each service category used:

- Service Category – Name of service category used from the CDA Data Dictionary
- Number of Clients – Estimated unduplicated number of clients that were provided the service
- Number of Units – Number of units of service provided
- Service Activity Statement – Brief narrative summary of the specific services provided

Attach additional pages if more than three service categories were provided.

FOR STATE USE ONLY:

This section is to be completed by CDA staff.

SUBMISSION DUE DATES:

The completed CDA 9047 must be sent as an e-mail attachment to the [Local Finance Bureau Email Address](#): Finance@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](#) AAAVaccine [09](#) EXP FY [2122](#)).

Once approved, you will receive a copy of the CDA 9047, to include documentation reflecting any CDA adjustments, via email. Please adjust your records to reflect any CDA adjustments.