



To: Senior Center Directors

From: Kimberly Falkner, Executive Director *KF*

Subject: FY 2025 Discretionary Funds

Date: October 28, 2024

SARCOA has \$1,000 available in discretionary funds for each center this year. This money is intended for use by the centers for items not previously included within their current operating budgets. Funds will be dispersed when the need is immediate. You may request your funds anytime between now and September 1. Please see the attached guidelines for detailed information.

Discretionary forms can be found on our website www.sarcoa.org under Resources—Contractor Connection—Title III Programs—Alabama Elderly Nutrition Program-Financial Reporting Forms; however, if you have trouble, please contact Monica Lampkin for a copy.

Again, the use of these funds when purchasing meals is restricted. The only meals that may be purchased with these funds are C1 or C2 meals or reasonably priced commercially prepared meals, provided the menu is **pre-approved by ADSS** for nutrition content. Please allow several weeks for this approval process. Contact Hayden Byrd for more information and the procedure. Meals included in the cost of a trip or other “entertainment” are **not** allowable and must be deducted from the overall cost.

Each year we recommend purchasing items like a new computer as well as maintaining antivirus software and high-speed internet. Doing something fun or needed has always been the goal, but as repairs and maintenance often get put aside, using these funds to upgrade your building or make improvements would prove beneficial to your seniors.

However you choose to spend it, I know you will find many worthwhile uses for this additional money. If you should have any questions, please do not hesitate to call.

KF/ml

DISCRETIONARY FUNDS REQUEST FY 2025



DATE: _____

TO: Executive Director
SARCOA
1075 South Brannon Stand Rd.
Dothan, AL 36305

FROM: _____

The cash request below represents requirements of FY 2025 DISCRETIONARY FUNDS for the following proposed use:

Amount of Grant \$1,000

Amount Requested \$ _____

I agree to the Discretionary Funds Guidelines as revised October 28, 2024.

Authorized Signature: _____

Title: _____

APPROVED FOR PAYMENT:	PAID _____ Check #
_____ SARCOA Executive Director	_____ Date
_____ Date	_____ Date
Funds to be expended by: _____	
Report due to SARCOA by: _____	Acct: 100-54000-01-01-01

SARCOA
DISCRETIONARY FUNDS GUIDELINES

Revised October 28, 2024

DISCRETIONARY FUNDS are additional funds provided over and above funds provided through the Title III contract. Discretionary funds may not be used as part of a contractor's Title III local match nor as a means to reduce the contractor's normal operating expenditures.

A. REQUEST FOR FUNDS

The Center Director or other authorized representative shall submit to SARCOA the proposed use of the discretionary funds on the SARCOA DISCRETIONARY FUNDS CASH REQUEST form. The request for funds may be made at any time during the fiscal year, from October 1 to September 1. Needs for funds must be immediate. Reimbursement for expenses **up to \$1,000** will be made once per fiscal year for such requests. A signed copy of the guidelines must also be submitted.

B. QUALIFIED USES

1. Title III approved expenditures including transportation, computers, software, exercise equipment and other furniture and equipment.
2. Expenditures for entertainment provided all participants are given equal notice and opportunity to participate. Meals included in the cost of a trip or admission are not allowable and must be deducted from the overall cost. Entertainment expenditures include musicians or other performers, and admissions to events or attractions.
3. Supplies for arts and crafts. Candy and snacks are **not** allowable.
4. Local match for senior program grants other than Title III (vans, centers, etc).
5. Commercially prepared meals at events provided all participants are given equal notice and opportunity to participate. These commercially prepared meals must be pre-approved by ADSS for nutrition content and approval form kept on file.
6. Additional C1 and C2 meals.

C. BANK ACCOUNT: Deposit funds into one of the following checking accounts:

- 1) Title III bank account when being used for Title III eligible expenditures only.
- 2) Arts and crafts checking account.
- 3) Separate bank account specifically for these funds.
- 4) Contractor account if funds can be accounted for separately.

D. REPORTING/SUPPORTING DOCUMENTATION/AUDITING

Expenditures shall be reported to SARCOA after purchase is complete. All invoices/receipts/sign-in sheets and cancelled checks will be submitted for review. **All funds shall be expended within 30 days unless otherwise approved by SARCOA.** Expenditures made without supporting documentation shall be subject to repayment. Remaining balances of funds will deposited to the Title III account and will become local Title III funds.

All documentation supporting the expenditure of discretionary funds must be maintained for a period of three years following the fiscal year in which the funds are spent.

SARCOA COPY

I have read, understand, and agree to these guidelines. _____
Authorized Center Representative Date

Center _____

SARCOA
DISCRETIONARY FUNDS GUIDELINES

Revised October 28, 2024

DISCRETIONARY FUNDS are additional funds provided over and above funds provided through the Title III contract. Discretionary funds may not be used as part of a contractor's Title III local match nor as a means to reduce the contractor's normal operating expenditures.

A. REQUEST FOR FUNDS

The Center Director or other authorized representative shall submit to SARCOA the proposed use of the discretionary funds on the SARCOA DISCRETIONARY FUNDS CASH REQUEST form. The request for funds may be made at any time during the fiscal year, from October 1 to September 1. Needs for funds must be immediate. Reimbursement for expenses **up to \$1,000** will be made once per fiscal year for such requests. A signed copy of the guidelines must also be submitted.

B. QUALIFIED USES

1. Title III approved expenditures including transportation, computers, software, exercise equipment and other furniture and equipment.
2. Expenditures for entertainment provided all participants are given equal notice and opportunity to participate. Meals included in the cost of a trip or admission are not allowable and must be deducted from the overall cost. Entertainment expenditures include musicians or other performers, and admissions to events or attractions.
3. Supplies for arts and crafts. Candy and snacks are **not** allowable.
4. Local match for senior program grants other than Title III (vans, centers, etc).
5. Commercially prepared meals at events provided all participants are given equal notice and opportunity to participate. These commercially prepared meals must be pre-approved by ADSS for nutrition content and approval form kept on file.
6. Additional C1 and C2 meals.

C. BANK ACCOUNT: Deposit funds into one of the following checking accounts:

- 1) Title III bank account when being used for Title III eligible expenditures only.
- 2) Arts and crafts checking account.
- 3) Separate bank account specifically for these funds.
- 4) Contractor account if funds can be accounted for separately.

D. REPORTING/SUPPORTING DOCUMENTATION/AUDITING

Expenditures shall be reported to SARCOA after purchase is complete. All invoices/receipts/sign-in sheets and cancelled checks will be submitted for review. **All funds shall be expended within 30 days unless otherwise approved by SARCOA.** Expenditures made without supporting documentation shall be subject to repayment. Remaining balances of funds will deposited to the Title III account and will become local Title III funds.

All documentation supporting the expenditure of discretionary funds must be maintained for a period of three years following the fiscal year in which the funds are spent.



SARCOA
Discretionary Funds Report
FY 2025

Center Name: _____

Receipts:

2025 Discretionary Funds **\$** **1,000**

Expenditures:

Date	Payee	Purpose	Amount
Total Expenditures			
Balance of Funds Remaining			

Funds remaining must be deposited to the Title III account and will become local Title III funds.

 Signature Date